

NAVY CAREER COUNSELOR INFORMATION SYSTEM



# CIPM 99 User Guide Ver 1.0

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Document No. CIPM 99 UG-01  
Naval Education & Training Professional Development  
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## **Preface**

CIPM 99 (Career Information Program Management System 99) Help describes the procedures for processing information using the CIPM 99 computer program providing the means to input, correct, verify and report on personnel data collected.

Tangible results of using CIPM for personnel data collection are:

- Reduction in the redundant recording of previously captured information
- Reduction in the manpower intensive effort associated with maintaining information
- Improvement in the accuracy and timeliness of reporting career information
- Provision of standardized reporting capabilities

## **License**

Ref: (a) SECNAVINST 5870.5

The NETPDTC Unit Corpus (Naval Education & Training Professional Development Center Unit, 250 Lexington Blvd Suite 259, Naval Air Station, Corpus Christi, Texas 78419-5041) application development office in cooperation with Navy Retention Team (Cmdr Blatzer, Bureau of Personnel, PERS 206 #2 Navy Annex, Washington, DC 20370) is a mission support function developed the Career Information Program Management (CIPM) computer program for CNATRA (Chief of Naval Air Training, 250 Lexington Blvd, Corpus Christi, TX 78418-5041). Paragraph 4.a of reference (a) states: "Copyright protection is not available for works prepared by employees of the U.S. Government as part of their official duties." Therefore, there is no license required to use our program. You can install, use and distribute it without copyright infringements.

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## **Security**

The Career Information Program Management System will not be used to process classified data but may contain data protected under the Privacy Act per 5 U.S.C. 301. However, data access and functional security must be closely controlled to ensure data and system operational integrity. A detailed description of all threats and vulnerabilities as well as protective counter-measures should be included in the appropriate ADP Security Plan as defined by OPNAVINST 5239.1. This manual and the software it supports are provided by the NETPDTC DET CORPUS for use by U. S. government agencies and should not be copied or disseminated outside the government without prior written approval from the NETPDTC.

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## Introduction

Welcome to CIPM 99 (Career Information Program Management System 99 Version 1.0), the latest U.S. Navy Career Counselors office automation tool from NETPDTC Unit Corpus<sup>1</sup> under the direction of the U.S. Navy Retention Team<sup>2</sup>. CIPM 99 offers the fastest, easiest way to produce professional Windows-based Career Counselor worksheets and reports.

CIPM 99 is a full-featured office automation tool for automating U.S. Navy Career Counselor's office procedures. CIPM 99 simplifies the process of creating and maintaining member's Career Counselor Records, preparing for Professional Development Boards, Enlisted Personnel Actions, ASVAB Worksheets, Selective Reenlistment Bonus Worksheets, a host of general reports (e.g. High Year Tenure, 12-month outlooks, monthly statistics...) and the other daily operations of U.S. Navy Career Counselors.

CIPM 99 is an MS Windows<sup>3</sup> based version of the CIPM 95 program, an earlier NETPDTC MS DOS based version. CIPM 99 computer program is developed, distributed and supported by NETPDTC UNIT CORPUS. CIPM 99 is backward compatible with CIPM 95, CIPM 1.0 and 3.0, 97(Beta), 2000. All the CIPM 95/97 and most CIPM 3.0/2000 functionality has been included in CIPM 99.

As with other NETPDTC products, CIPM 99 is **Year 2000 compliant** and will run on the newer operating systems (**IT-21 ready**). CIPM 99 is designed for the newer PC hardware, e.g. Pentium II/III and software platforms, e.g. **Windows NT and Windows 95/98**. Other CIPM related documents that are available are:

- CIPM 99 Installation Guide, Document No. CIPM 99 IG-01. This document contains complete information about installing the CIPM 99 computer program, starting the program, configuring CIPM for your local command.
- CIPM 99 Appendix A, Document No. CIPM 99 AP-01. This document is a complete reference for all CIPM 99 data field definitions.

## Application Security

CIPM 99 has been designed to operate either in a **single user** (one workstation) or network/**multi-user** environment. A security system has been added to limit access to the information. For **multiple counselor environments**, each counselor can access only members in his division, his department or his UIC depending on the access level assigned by the System Administrator. Counselors are automatically assigned to members within his division. The SYSADMIN can broaden the counselor access to include his department or UIC. Additionally, individual members can be assigned to any counselor explicitly, by the SYSADMIN and thus allow the assigned counselor access to all members that he has been assigned. (See Counselors (★) p. 3-9 for more information on security.)

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<sup>1</sup> Naval Education & Training Professional Development Center Unit, 250 Lexington Blvd Suite 259, Naval Air Station, Corpus Christi, Texas 78419-5041

<sup>2</sup> Bureau of Personnel, PERS 206 #2 Navy Annex, Washington, DC 20370

<sup>3</sup> Microsoft© Windows 95/98/NT

### **Tickler System**

A more comprehensive interview management or tickler system has been included. Nine interviews (Reporting on board, Annual Update, Retention Interview, Incentive Programs, 12th Yr. Careerist, 17th Yr. Careerist, Pre-Retirement/Separation, TAP, and Transition Interviews) for each member can be managed with minimal data entry. The system produces all the reports and worksheets necessary to manage a good interview system. You can easily customize these interview worksheets for your local command. (See Interviews, p. 4-67 for more information.)

### **ASVAB Worksheets**

The ASVAB worksheets are combined with the CREO (Career Reenlistment Opportunities) database to produce a custom career opportunity list for any member. This list ranks the ratings according to the ratings that the individual is most qualified for and for which the Navy has the most demand.

Since the CREO changes approximately semiannually you must update the your CREO data to ensure the most accurate ASVAB Worksheets. This version of CIPM 99 comes with November 1998 CREO data. (See ASVAB Worksheets, p. 4-65 for more information for more information.)

### **Career Counselor Records**

CIPM 99 provides a easy to use screen for the creation and maintenance of Career Counselor records (NAVPERS 1160/11 forms). The screen contains the only the data elements needed to update member's career counselor data and print the 1160/11 form, all from the same screen. (See NAVPERS 1160 Form, p. 4-50 for more information.)

### **Enlisted Personnel Actions**

The Enlisted Personnel Action form (NAVPERS 1306/7) are created and printed using a newly added function making the preparation of this document. CIPM 99 will pre-fill in the form with CIPM data. You fill in the remaining fields and edit other fields as needed. Once you verify the data, CIPM will print the completed form, ready for the appropriate signatures. (See NAVPERS 1306/7 Form, p. 4-54 for more information.)

### **Professional Development Boards**

CIPM 99 can track up to 6-Professional Development Boards (PDB) for each member with 12-different predefined PDB categories. Additionally, you can create your own categories. It will calculate the interview dates for the three frequently used categories: 6-month, Onboard and E3 Advancements.

You can schedule, print PDB Profile Sheets and document the board's results. (See PDB Profile Sheet, p. 4-60 for more information.)

## Reports and Queries

The General Report function has been improved to make creating special data queries much more user friendly. Reports are selected from a list, as in earlier CIPM versions. You now have two record selection/sorting options: **Quick Query** and **Advanced Query**. The Quick Query is a simple to use but powerful record selection tool. The Advanced Query is a SQL (Standard Query Language) interface for more complex queries. (See General Reports, p. 4-75 for more information.)

## Import/Export

CIPM 99 can now read your PC EDVR and RSTARS downloaded data directly into CIPM 99, reducing the data entry time and improving the data accuracy. Additionally, you can import member's data created by older versions of CIPM (1.0, 3.0, 95, 97 and 2000) into CIPM 99.

You can export CIPM 99 data to other CIPM 99 sites using the built-in CIPM 99 Export function. (See Importing Records (★), p.3-20 , Importing EDVR (★) p. 3-26, Importing CIPM 2000 Records (★) p. 3-28 and Exporting Members (★) p. 3-29 for more information.)

## Windows Standards

This product conforms to the MS Windows Application design recommendations in all human interfaces including menu bars, forms, controls and reports. CIPM 99 uses a graphical user interface and object orientated programming to ensure a highly visual and intuitive product based on solid software engineering principles. Window style dialogue screens and controls help reduce the learning time and provide a powerful user interface.

## CIPM 99 Requirements

You can run CIPM 99 on Windows 95/98 or Windows NT 3.51 (or higher) workstation or over a network. The following are the recommended requirements for running CIPM 99 in different environments:

### **Windows 95:**

- An IBM-compatible computer with a Pentium II 100MHz processor (or higher).
- A mouse
- 32 MB RAM
- 50 MB of hard disk space
- A VGA or higher-resolution monitor with at least 2-megabytes of display RAM is highly recommended, especially for good quality report previewing.

### **Windows 98:**

- An IBM-compatible computer with a Pentium II 100 MHz processor (or higher).
- A mouse
- 32 MB RAM




- 50 MB of hard disk space
- A VGA or higher-resolution monitor with at least 2-megabytes of display RAM is highly recommended, especially for good quality report previewing.

### Networks:

- Microsoft Windows 95/98
- Microsoft Windows NT
- Microsoft LAN Manager
- Other Windows-compatible network software, including Novell NetWare.

## Document Conventions

This book uses the following typographic conventions.

| Example   | Convention   |
|---|--|
|    | A hand and skull and crossbones icon set indicates additional cautionary information of great importance.  |
|    | A pencil icon indicates short cuts and helpful hints.  |
| ★ Backup – Copy Data to Diskette  | A star besides a section heading indicates that the information applies only to the System Administrator.  |
| <br><i>Inputs\Commanders</i><br><i>Delete</i><br>Press the RETURN key.<br>Press CTRL+ALT+F1. | A pencil icon indicates noteworthy information about a topic.<br>Bold italicized words denote either a menu selection sequence or a form control.                                    |
| <b>single user environment</b>  | Capitalized words denote the names of keys on the keyboard. A plus sign (+) indicates a combination of keys.<br>Bold font words are defined terms the first time they occur in text. |

## Assistance and Problem Reporting



Recommendations for changes or corrections to this manual/Help file or the accompanying software are freely solicited and should be forwarded to:

Naval Education & Training Professional  
Development Center (NETPDTC) Unit  
John Carter/Nianlin Gu

250 Lexington Blvd Suite 259  
Naval Air Station  
Corpus Christi, Texas 78419-5041  
(361) 961-2073 or (DSN) 861-2073

## **Internet Support**

For the latest CIPM 99 program, documentation, Help and data, as well as, technical bulletins connect to either NETPDTC at:

<http://www.cnet.navy.mil/netpdtc/prodrt.htm>

or NCCM (SW) Mike Doyle, Jr. of CINCLANTFLT<sup>4</sup>, CIPM 99 WEB page at the Retention Center On Line site:

<http://www.cns1.spear.navy.mil/retcen>

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<sup>4</sup> Commander in Chief Atlantic Fleet, Code N143C, 1562 Mitscher Ave, Suite 250, Norfolk, VA 23551-2487, Phone DSN 836-7780 or COMM (757)836-7780





## Chapter 1 Getting Started

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After the program has been installed on your Window's desktop, you can start CIPM 99 by double clicking on the CIPM 99 desktop shortcut. (See CIPM 99 Installation Guide for shortcut creation information.) CIPM 99 will start and display the CIPM 99 LOGON dialogue box shown below:



**Figure 1 Logon Screen**

Select your User Id from the drop down list labeled *Please Select Your User ID*. For first time users, select **SYSADMIN**. To locate your name in the User Id list, use the down arrow to scroll down and click on your ID. Optionally, type the first few letters of your ID and CIPM will locate the ID with the nearest match. For example, to look for **SYSADMIN**, type **SY** and **SYSADMIN** will be highlighted. Press **ENTER** to select.

Enter your password in the *Please Enter Your Password*: text box, and press **ENTER**. For first time SYSADMIN users, enter the password, **SYSADMIN** (NOTE: Be sure and change this password later).

Click **OK** to continue with the Logon procedure. Otherwise, click **Cancel** and you will be returned to your Window's Desktop.

Click **OK** to acknowledge the successful logon, when the message "**Login OK !!, Welcome to CIPM**" appears.



You have three tries to enter the password correctly. The password is not case sensitive. After the third try failure, CIPM will abort the Logon and return you to the Windows Desktop.

After successfully logging into CIPM 99, a User Identification screen will be displayed. Your organization, office, name and phone number will be displayed. If not, the installation procedures were not completed and the **SYSADMIN ID** will be set to **NAS PENSACOLA**, with **Emergency Services** office, **Nianlin Gu** as counselor name and phone number, **525-2073**.



You should change the SYSADMIN counselor user's record to your local System Administrator's name, phone number, office and certainly, the password, as soon as possible. For help in properly installing and configuring CIPM 99, see CIPM 99 Installation Guide, Document No. CIPM 99 IG-01.

After you configure your installation, your name and organization will be displayed as shown below:

**CIPM - Career Information Program Management System V99**  
**For**  
**TEXAS**

Office : Command: TEXAS

Counselor : DAVID FLAKE

Phone no : 525-2073

Trouble Desk : NETPDTC DET CORPUS,(512) 939-2073

OK

**Figure 2 User Information Screen**

Click *OK* and Page 1 of 2 Privacy Act Statement Screens will be display as:

**PRIVACY ACT STATEMENT**  
**FOR USE WITH COMPUTER DATABASE FILE**

**1. AUTHORITY: 5 U.S.C. 301**

**2. PRINCIPAL PURPOSES: The information which will be solicited is intended principally for the following purposes:**

**A. To make determination concerning eligibility for various career opportunities.**

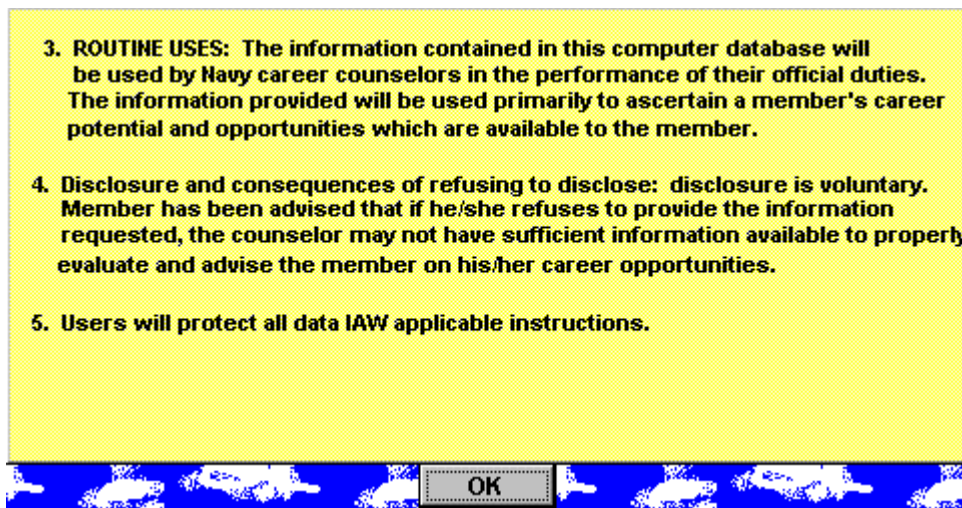
**B. To make determinations concerning eligibility for various programs, benefits, and training available to members of the Naval Service.**

**C. To make other determination, as required, in the course of career counseling.**

OK

**Figure 3 Privacy Act Screen – Page 1**

To continue with the CIPM 99 start up click *OK* and Page 2 of 2 Privacy Act screens will appear as shown below:



**Figure 4 Privacy Act Screen – Page 2**

Click *OK*. This completes the Startup. Next you should familiarize yourself with the CIPM Desktop.

## **Desktop**

After successfully starting CIPM 99, the CIPM 99 Desktop will be displayed, as shown below. The CIPM 99 Desktop is consists of a background picture of clouds, menu bar, heading, and footing and help button.

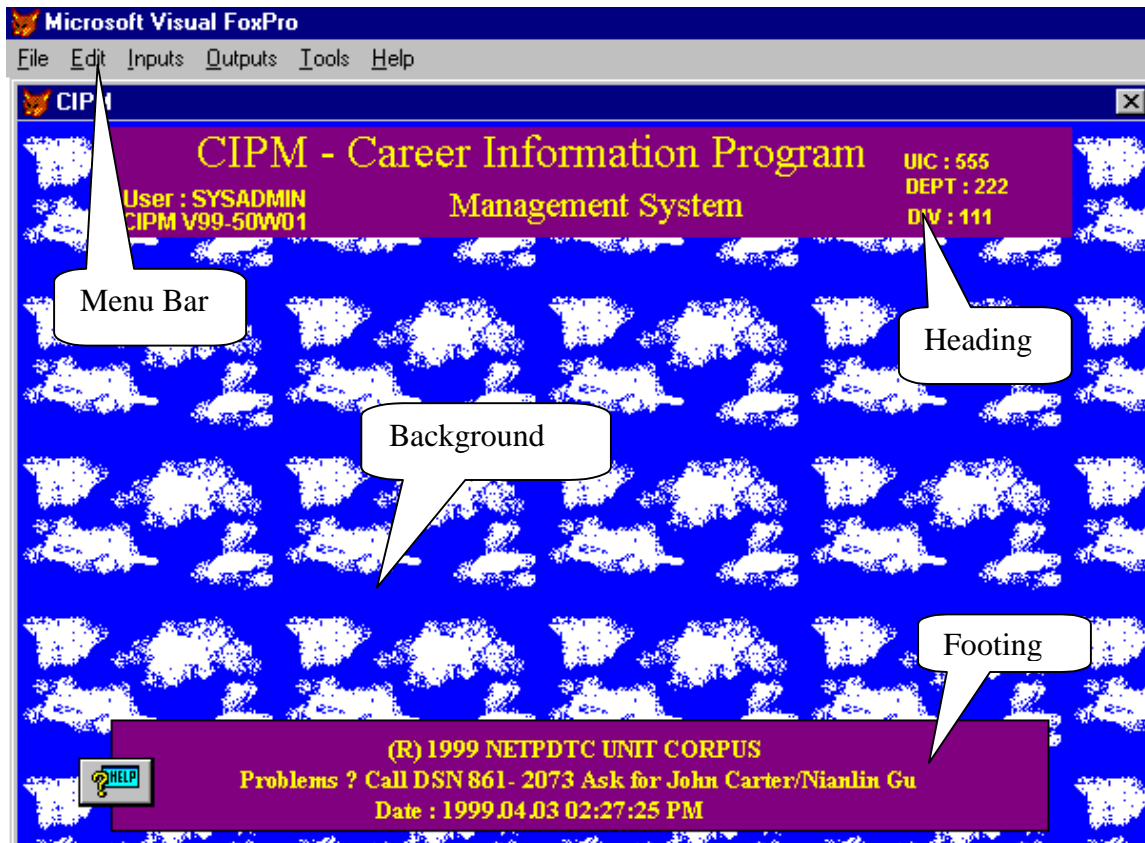


Figure 5 Desktop

### Menu Bar

The CIPM **Menu Bar** is the horizontal area along the top of the CIPM desk used to access CIPM functions. The menu bar consisting of six labels: **File**, **Edit**, **Inputs**, **Outputs**, **Tools** and **Help**. CIPM 99 functions are organized into logical groupings. For example, all input screens are grouped together under the menu bar labeled **Inputs**. For example, to add new members one would click the menu bar **Inputs** and then the menu item **Add Records**, as shown below:



**Figure 6 Menu Items Sample**

The following tables list the CIPM Menu Bar labels (bold italics, like ***File***) and their menu items (numbered, bold, italics, like ***1) Backup Data to Floppy...***), keyboard shortcut (upper case, like **CTRL+Z**) and the menu description. Menu items followed by an ellipse (...) indicate a screen will be displayed soliciting more information.

**Table 1 CIPM Menu Titles & Menu Items-Short Cuts-Description**

| <b>Menu Item</b>                             | <b>Keyboard Shortcut</b> | <b>Description</b>  |
|--|--------------------------|---|
| <b>File</b>                                  |                          | File, print and Exit options.                                     |
| <b><i>1) Backup Data to Floppy...</i></b>    |                          | Compress and copy all CIPM 99 data onto a diskette.               |
| <b><i>2) Restore Data from Floppy...</i></b> |                          | Uncompress and copy all CIPM 99 diskette data to your hard drive. |
| <b><i>3) Print Preview</i></b>               |                          | Display a file on the screen.                                     |
| <b><i>4) Print Setup...</i></b>              |                          | Changes the page layout and printer settings                      |
| <b><i>5) Print...</i></b>                    | CTRL+P                   | Print selected file.  |
| <b><i>6) Rebuild all Index Files</i></b>     |                          | Reconstruct broken lines between databases and indexes.           |
| <b><i>7) Integrity Self Test...</i></b>      |                          | Perform Built-in self test.                                       |
| <b><i>8) Master Reset...</i></b>             |                          | Initialize CIPM 99 to a post installation state.                  |
| <b><i>9) Exit</i></b>                        |                          | Quit CIPM 99  |
| <b>Edit</b>                                  | ALT-E                    | Text editing and development tools                                |
| <b><i>1) Undo</i></b>                        | CTRL+Z                   | Undoes the last command or action                                 |
| <b><i>2) Redo</i></b>                        | CTRL+R                   | Repeats the last command or action                                |
| <b><i>3) Cut</i></b>                         | CTRL+X                   | Removes the selection and places it onto the Clipboard            |

| <b>Menu Item</b>               | <b>Keyboard Shortcut</b> | <b>Description</b>   |
|--------------------------------|--------------------------|--|
| <b>4) Copy</b>                 | CTRL+C                   | Copies the selection onto the Clipboard                        |
| <b>5) Paste</b>                | CTRL+V                   | Pastes the contents of the Clipboard                           |
| <b>6) Clear</b>                |                          | Removes the selection and does not place it onto the Clipboard |
| <b>7) Select All</b>           | CTRL+A                   | Selects all text or items in the current window                |
| <b>8) Find</b>                 | CTRL+F                   | Searches for specified text                                    |
| <b>9) Replace</b>              | CTRL+L                   | Replaces specified text with different text                    |
| <b>Inputs</b>                  |                          |  |
| <b>1) Add Records</b>          |                          | Create new CIPM member's records                               |
| <b>2) CIPM</b>                 |                          | Browse/ edit/ delete members records                           |
| <b>3) Tickler Dates</b>        |                          | Browse/ edit/ delete Tickler Dates                             |
| <b>4) ASVAB Scores</b>         |                          | Browse/ edit/ delete ASVAB Scores                              |
| <b>5) NAVPERS 1160</b>         |                          | Print/Edit NAVPERS 1160 forms                                  |
| <b>6) NAVPERS 1306/7</b>       |                          | Print/Edit NAVPERS 1306/7 forms                                |
| <b>7) PDB Profile Sheet</b>    |                          | Print/Edit PDB Profile Sheets                                  |
| <b>8) Counselors</b>           |                          | Add/Browse/ edit/ delete Counselors                            |
| <b>9) Offices</b>              |                          | Add/Browse/ edit/ delete Offices                               |
| <b>10) Commanders</b>          |                          | Add/Browse/ edit/ delete Commanders                            |
| <b>11) CREO</b>                |                          | Add/Browse/ edit/ delete CREO                                  |
| <b>Outputs</b>                 |                          |  |
| <b>1) ASVAB Worksheets</b>     |                          | Prepares ASVAB Worksheets for members                          |
| <b>2) Interviews</b>           |                          | Interview preparation function                                 |
| <b>3) SRB Worksheets</b>       |                          | Prepares SRB Worksheets for members                            |
| <b>4) General Reports</b>      |                          | Prepares reports   |
| <b>Tools</b>                   |                          |  |
| <b>1) Change Password</b>      |                          | Displays the current user's change password screen             |
| <b>2) Archive Members</b>      |                          | Moves member's records to history                              |
| <b>3) Unarchive Members</b>    |                          | Activates historical member's records                          |
| <b>4) Import Members</b>       |                          | Loads foreign data into CIPM 99                                |
| <b>5) Import EDVR</b>          |                          | Loads EDVR data into CIPM 99                                   |
| <b>6) Import 2000</b>          |                          | Loads CIPM 2000 data into CIPM 99                              |
| <b>7) Export Members</b>       |                          | Prepares a diskette of member's data for shipment              |
| <b>Help</b>                    |                          |  |
| <b>1) CIPM Contents</b>        | ALT+H                    | Online Help by Topic   |
| <b>2) CIPM Search for Help</b> |                          | Online Help by Index   |
| <b>3) Technical Support</b>    |                          | Phone number for technical support                             |
| <b>4) System Information</b>   |                          | System environment information                                 |
| <b>5) About CIPM</b>           |                          | Application environment information                            |

## Desktop Heading

The desktop heading is located in the upper center of the CIPM 99 desktop and is always present, similar to the one below:



Figure 7 Desktop Heading

The left side contains the current logged on user id (*User: SYSADMIN*) and the current CIPM 99 Version (*CIPM V99-50W01*). The right side contains the user's office codes for UIC, Department and Division (*UIC: 555, DEPT: 222, DIV: 111*).

## Desktop Footing

The desktop footing (See example below) contains information about the development agency: the agency's name (*® 1999 NETPDTC CORPUS*), Help Desk phone number (*Problems? Call DSN 861-2074*), and Help Desk point of contacts (*John Carter/Nianlin Gu*). Additionally, the desktop footing contains the session's startup date and time (*Date: 1999.04.03 02:52:48 PM*).

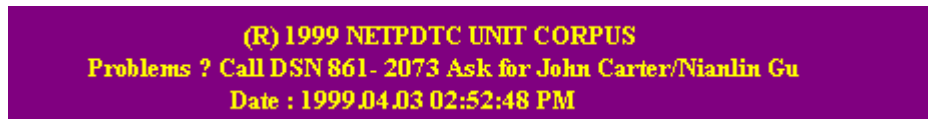


Figure 8 Desktop Footing

## Navigating CIPM

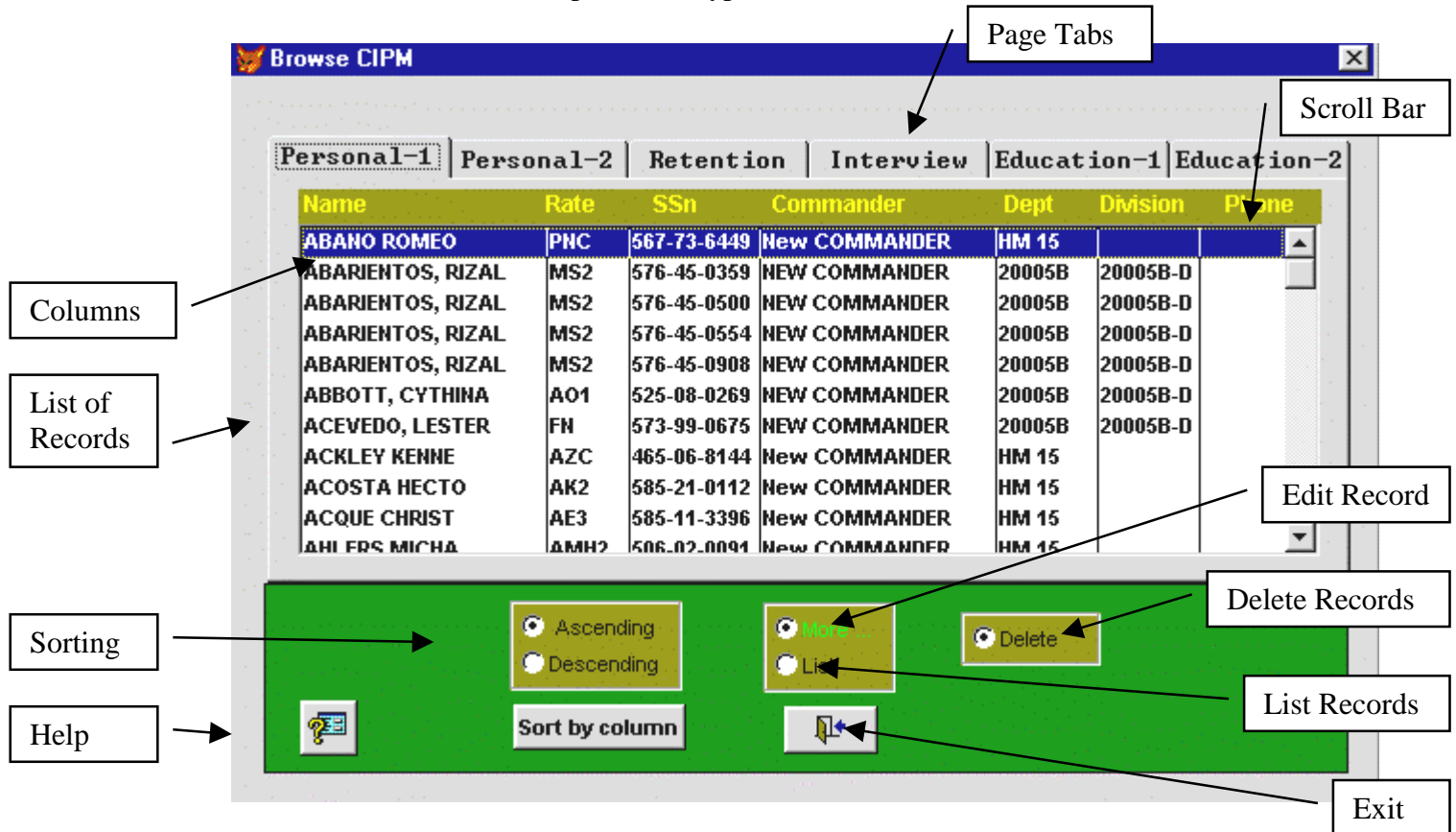
CIPM functions are accessible through the Menu Bar (See section Menu Bar above). CIPM functions start when the user clicks on the menu item, e.g. *Rebuild Indexes* needs no other information, so the function begins executing immediately after the menu item is clicked. Other functions require additional information, e.g. preparing interviews. In order to prepare for interviews, CIPM needs to know the interview preparation month and year of the interviews, the types of interviews and which reports to print. CIPM loads typical values for all the fields. However, you can override any data value.

CIPM uses three types of screens: Browse Form, Edit Form, Process Form and Help Screen. The Browse Form displays a list of records. The Edit Form displays a single record. The Process Form displays editable settings for selecting, sorting and printing groups of records. Each screen type has common features and controls described below.



## Browse Form

The Browse Form is a screen that presents a list of records from one of the CIPM data types: (Members, Counselors, Offices, Commanders and Archive). The CIPM Browse Screen shown below represents a typical Browse Form:



**Columns** A view of seven common data elements for each record. Each page presents different data elements.

**Delete Records** The *Delete* button will display "Are you sure?" deletion question. If answered Yes, CIPM will delete all selected records.



**More...** The *More...* button will open an edit screen of the current selected record. Simply, highlight a record to edit and click *More...* button.

**Exit** The *Exit* button closes the screen without further action and returns control to a parent screen or menu bar.

**Help** The *Help* button opens a screen containing additional information.

**List Records** The *List* button will create a printer list or browse list of selected records. The button presents a choice of outputs: Printer or Browse to display the list of selected records. Select one to continue. Otherwise, click outside the list.



- Page Tabs** *Page Tabs* change the data view of a data type. Each page contains different data elements. To change the data view, click one of the *Page Tabs* and a different view of the data will be shown.
- Scroll Bar** *Scroll bar* is an object that allows the user to bring into view other items in a list. To scroll through a list either (1) mouse click along the scroll bar area or scroll bar arrows or (2) click and drag the scroll button up and down the scroll bar, bringing the desired records into view.
-  **Tip**  
Keyboard keys can also be used to scroll through a list: HOME, END, AND PAGE UP, PAGE DOWN, UP ARROW, DOWN ARROW, LEFT ARROW, AND RIGHT ARROW keys.
- Sorting** *Sorting* will display the listed data ordered by one of the columns data fields either in ascending or descending order. Normally, the data is displayed sorted in ascending by the first column data field. To sort the data, click either the *Ascending* or *Descending* choices. Next, click the *Sort by column* button and select from the list of data fields.
-  **Note**  
The list of data fields is the same as the column headings and is different for each page.

### Figure 9 Typical Browse Screen

#### **Edit Form**

The Edit Form is a screen that presents one record with editable detailed fielding of the CIPM data types: (Members, Counselors, Offices, Commanders and Archive). The CIPM Edit Screen shown below represents a typical Edit Form:

The screenshot shows a software window titled "Edit CIPM - SSN: 101-01-0002 AIKEN,TOM". At the top, there are several tabs: "Basic", "Dependents", "Retention", "Interview" (which is selected and highlighted in blue), "Scores", "Education", and "Evaluation". Below the tabs, the form is organized into several sections. The top section includes "Name" (AIKEN,TOM), "Status" (Onboard), and a "CIPM BASIC" label. The middle section is divided into three columns: the left column has "SSN" (101-01-0002), "Rate" (AN), "Sex" (M/F), and "Citz Country" (US); the middle column has "Paygrade" (E 3), "Branch" (USR), "Warfare Dsgn", and "Ethnic Code" (Native Amer); the right column has "Clearance", "TAR", "Hearing OK?", "Vision Clear?", and "Vision 20/20?". The bottom section includes "Street", "City", "State", "Zip", "Office", "Counselor" (SYSADMIN), "Work Phone", and "Home Phone". At the bottom of the window, there are three buttons: "Add" (highlighted with a dashed border), "Edit", and "Exit". A "HELP" button is also visible on the left side of the bottom bar.

**Add** The **Add** button will open the data fields with either default values or blanks. When clicked, the **Add** button will be re-labeled, **Save**, the **Edit** button will be re-labeled, **Revert**, and the **Exit** button will be disabled.

**Edit** The **Edit** button will open data fields for editing. When clicked, the **Edit** button will be re-labeled, **Revert**, the **Add** button will be re-labeled, **Save**, and the **Exit** button will be disabled.



Some fields are only editable while adding a new record and are not changeable while editing a record. For example, you can change a member's SSN when you first add the member's record. However, once the record is successfully saved, you can NOT change the SSN.

**Exit** The **Exit** button closes the screen without further action and returns control to a parent screen or menu bar. The **Exit** button will be disabled while adding or editing a record.

**Help** The **Help** button opens a screen containing additional information.



**Page Tabs** *Page Tabs* change the data view of a data type. Each page contains different data elements. To change the data view, click one of the *Page Tabs* and a different view of the data will be shown.

**Title Bar** The name and SSN of the selected member.

**Figure 10 Typical Edit Screen – View Mode**

Initially the *Edit* screen data fields are only viewable, not alterable, i.e. the fields are disabled and appear dim. To add a new record, click *Add*. To change a field, click *Edit*. The following is an example of an editable screen.

The screenshot shows a software window titled "Edit CIPM - SSN: 101-01-0005 ALLEN,TOM". The window contains several tabs: "Basic", "Dependents", "Retention", "Interview", "Scores", "Education", and "Evaluation". The "Basic" tab is selected. The form is divided into several sections. The top section contains "Name" (ALLEN,TOM) and "Status" (Onboard). Below this is a "CIPM BASIC" section with fields for "SSN" (101-01-0005), "Rate" (ABH), "Sex" (M/F), "City" (EMERYVILLE), "State" (CA), "Zip" (94608), "Office" (NEW OFFICE), "Counselor" (SYSADMIN), "Paygrade" (E 4), "Branch" (USN), "Warfare Dsgn" (EOD), "Ethnic Code" (Caucasian), "Clearance" (Secret), "TAR" (Y/N), "Hearing OK?" (Y/N), "Vision Clear?" (Y/N), and "Vision 20/20?" (Y/N). There are also fields for "Work Phone" (861-5896) and "Home Phone" (361-555-1212). At the bottom of the window are buttons for "Save", "Revert", and "Exit". Callouts from external boxes point to various UI elements: "Text Box" points to the Name field; "Label" points to the SSN label; "List Box" points to the City field; "Spinner" points to the Paygrade spinner; "Radio Buttons" points to the Sex radio buttons; "Save" points to the Save button; and "Revert" points to the Revert button.

**Help** The *Help* button opens a screen containing additional information.



**Label** A short name/description for the data adjacent data field. Usually, the label is placed to the left or above the data field.

**List Box** A list box displays a list of items from which you can select one or more items. To view the list click on the List Box's down arrow icon.

|                      |   |
|----------------------|---|
| <b>Radio Buttons</b> | A vertical or horizontal list of options. You may select only one.  |
| <b>Revert</b>        | The <b><i>Revert</i></b> button discards all changes and restores the record back to its pre-edit condition.  |
| <b>Save</b>          | The <b><i>Save</i></b> button copies all the screen data to the master database making a permanent record of all the changes.   |
| <b>Spinner</b>       | The Spinner allows you to increment or decrement numbers either by typing the numbers or clicking the UP or DOWN arrow keys.  |
| <b>Text Box</b>      | Text Boxes are white rectangular areas on the screen where data can be added or edited. All standard editing features, such as cut, copy, and paste, are available in the text box. |

**Figure 11 Typical Edit Screen – Edit/Add Mode**

### ***Process Form***

Process forms are screens that solicit specific information needed to perform a function. A counselor will fill in the form and CIPM will output a report or perform a function. For example, the CIPM function to calculate reenlistment bonuses uses the process form, *SRB Worksheet*, shown below:

**Member:**

| Member List       |             |     | Member Information |       |        |
|-------------------|-------------|-----|--------------------|-------|--------|
| ABANO ROMEO       | 567-73-6449 | PNC | 7                  | 55201 | HM 15  |
| ABARIENTOS, RIZAL | 576-45-0359 | MS2 | 5                  | 20005 | 20005B |
| ABARIENTOS, RIZAL | 576-45-0500 | MS2 | 5                  | 20005 | 20005B |
| ABARIENTOS, RIZAL | 576-45-0554 | MS2 | 5                  | 20005 | 20005B |
| ABARIENTOS, RIZAL | 576-45-0908 | MS2 | 5                  | 20005 | 20005B |
| ABBOTT, CYNTHIA   | 526-08-0260 | MS2 | 5                  | 20005 | 20005B |

**Inputs: Worksheet Parameters**

|   |             |
|---|-------------|
| A. EAOS (As extended) from current enlistment   | ..          |
| B. Date of discharge from SRB reenlistment..... | 1998.11.10  |
| D. Term of SRB reenlistment (in months).....    | 60          |
| F. Monthly Base Pay .....                       | \$ 1,000.00 |
| H. Award level .....                            | 1.0         |

**Outputs :**

|   |             |
|---|-------------|
| C. Whole months remaining on old contract (B-A) | 0           |
| E. Additional obligated service (D-C)           | 60          |
| G. Subtotal (E*F/12)                            | \$ 5,000.00 |
| I. SRB entitlement (note 3) (G*H)               | \$ 5,000.00 |

Print Preview  
Printer  
File

OK  
Cancel  
See Note

Input Fields

Output Fields

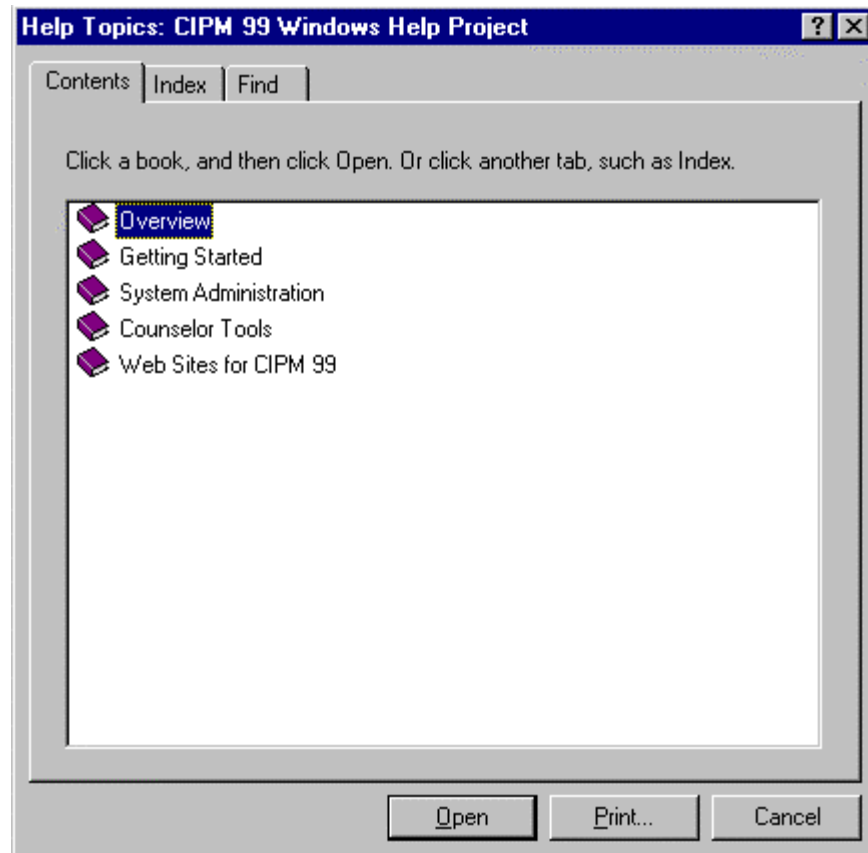
**Figure 12 Typical Process Screen**

To calculate a bonus, the counselor selects a member from the member's list. CIPM will fill in the form with information from the member's record. The other fields are set to defaulted values. The counselors can adjust/change the Input Field data. Then click *OK* to start the calculations.

### **Help Screen**

The Help screen provides three methods to access online CIPM 99 information: by book title, by topic index, by word search.

To access the Help Screen, select, **Help\CIPM Search for Help on...** from the Menu Bar and the Help Screen will be displayed as:



Click the page tab to select the access method: Contents (Book Titles), Index (Topics) or Find (word search). To view a book, click the **C**ontents tab, highlight a book title and click **O**pen. To find a topic, select either the **I**ndex or **F**ind tab and follow the directions on the screen. To **p**rint a Book or Topic, select the book title or topic and click the **P**rint button. To close the Help Screen, click the **C**ancel button.

## Chapter 2 Configuring CIPM 99

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### Introduction/Overview

For first time users CIPM 99 will start a Configuration Wizard that will walk you through the configuration process. Also, you can start the Wizard from the CIPM 99 menu bar (See Master Reset (★), p. 3-5.) This chapter describes the configuration process. You can perform the configuration manually by following these procedures.

After installing CIPM and before you can start using CIPM in your every day business you must configure CIPM for your environment. Also, you must select one counselor to be the *System Administrator* for CIPM, who will be referred to as, *SYSADMIN*. This person will be responsible for performing certain maintenance functions like adding new counselors, performing file maintenance, setting security levels, etc...

Each CIPM 99 site must have at least (1) one office record, (2) one commander record and (3) one counselor record designated as the System Administrator. The installed CIPM 99 has a default office, office command and system administrator. You should change the office name, command's name and system administrator's name for your local installation. As you add more counselors and members you should add more offices and commanders.

Follow the checklist below in the order presented to configure CIPM for your local environment:

- ☐ Identify one counselor as the CIPM System Administrator (SYSADMIN).
- ☐ Change the one installed Office record to match your local SYSADMIN office information.
- ☐ Change the installed Commander record to match your SYSADMIN office's CO name.
- ☐ Change the Counselor's record to match the SYSADMIN counselor's information.

The following sections describe in detail how to configure the CIPM for your local environment.

### Office Configuration

Change the office information in the default Office record. From the toolbar menu click *Inputs\Offices* and the Office Browse Screen will be displayed (See Figure 21 Offices - Browse Screen, p. 3-14)

Initially, only one office, Emergency Services will be displayed. Select Emergency Services Office and click *More...* and the Office Edit Screen will be displayed (See Figure 22 Office - Edit Screen, p. 3-15).

Click *Edit* to change the record. Change the UIC, Department, Division and Office name to your local the System Administrator's UIC, department, division and

office. Save your changes by clicking *Save*. The Office Edit Screen will be removed and the Office Browse screen will be displayed. Click *Exit* button to close the screen.

### Commander's Name

Next change the Commander's Name to the name of the System Administrator's office commander's name. From the menu toolbar click *Inputs/Commanders* and the Commander Browse screen will be displayed (See Figure 23 Commanders - Browse Screen, p. 3-12).



Initially, only the default commander, **Tim Stempton** will be displayed.

Select TIM STEMPTON, NAS PENSACOLA entry and click *More...* and the Commander Edit screen will be displayed (See Figure 24 Commander - Edit Screen, p.3-15).

Click *Edit* to change the record. Change the Commander's Name and Activity name to match the System Administrator's. Save your changes by clicking *Save*. The Commander Edit screen will be removed and the Commander Browse screen will be displayed. Click on the Browse Commander screen's *Exit* button.

### System Administrator

Finally, change the System Administrator's name and office to the counselor's name and office that will be the system administrator. This person is responsible for performing certain maintenance functions, like adding new counselors, performing file maintenance, setting security levels, etc... One of these administrators, Counselor Id SYSADMIN, must always be present in the Counselor file. You will not be able to delete this person nor change its security options, although you will be able to change name, office location and rate.

To configure the SYSADMIN, from the menu toolbar click *Inputs/Counselors* and the Counselor Browse screen will be displayed (See Figure 19 Counselor - Browse Screen, p. 3-11)



Initially, only the default counselor, **SYSADMIN**, will be displayed.

Select the SYSADMIN ID entry and click *More...* and the Counselor Edit screen will be displayed (See Figure 20 Counselor - Edit Screen, p. 3-12).

Click *Edit* to change the record. Type your First and Last names, Rate, Phone, and PRD (Projected Rotation Date in YYYY.MM.DD format) over the default values.

Optionally, type in a new Password. Make sure you remember the new password. The next time you start CIPM 99 you will be required to enter the new password or you will not be able to start up CIPM 99. Save your changes by clicking *Save*. The Counselor



Edit screen will be removed and the Counselor Browse screen will be displayed. Click on the Counselors Browse screen's *Exit* button.



You can not change the Access Level nor the Counselor ID in the SYSADMIN counselor's record.

This concludes the CIPM 99 configuration. If you have data from another computer system you may be able to import the members and counselors directly into CIPM 99, thus reducing the amount of data entry necessary to load the CIPM databases. (See Sections Importing , p. 3-22 and Importing EDVR, p. 3-26).



## Introduction/Overview

Every CIPM 99 installation must have at least one person designated as the system administrator. This person or persons are responsible for performing certain maintenance functions like adding new counselors, performing file maintenance, setting security levels, etc... One of these administrators, counselor id SYSADMIN, must always be present in the Counselor file. You will not be able to delete this person nor change its security options, all though you will be able to change his name, office location and rate. This chapter describes the System Administrator's functions.

CIPM 99 functions are divided into User and System Administrator functions. These functions are accessible through menu bar options. All CIPM 99 users have access to all User functions. Only users with SYSADMIN privileges have access to the System Administrator functions. Below is a list of User and System Administrator functions:

**Table 2 SysAdmin and Counselor Functions**

| FUNCTION                            | USER | SYS-ADMIN | FUNCTION                      | USER | SYS-ADMIN |
|-------------------------------------|------|-----------|-------------------------------|------|-----------|
| • Backup – copy data to diskette    |      | ✓         | • Outputs – SRB Worksheets    | ✓    |           |
| • Restore – copy data from diskette |      | ✓         | • Outputs – General Reports   | ✓    |           |
| • Rebuild Index                     |      | ✓         | • Tools – Change Password     | ✓    |           |
| • System Integrity Test             |      | ✓         | • Tools – Archive Members     |      | ✓         |
| • Exit                              | ✓    |           | • Tools – Unarchive Members   |      | ✓         |
| • Input – Add Records               | ✓    |           | • Tools – Import Members      |      | ✓         |
| • Input – CIPM                      | ✓    |           | • Tools – Import EDVR         |      | ✓         |
| • Input – Tickler Dates             | ✓    |           | • Tools – Export Members      |      | ✓         |
| • Input – ASVAB Scores              | ✓    |           | • Help – CIPM Contents        | ✓    |           |
| • Input – NAVPERS 1160              | ✓    |           | • Help – CIPM Search for Help | ✓    |           |
| • Input – PDB Profile Sheet         | ✓    |           | • Help – Technical Support    | ✓    |           |
| • Input –Counselors                 |      | ✓         | • Help – System Information   | ✓    |           |
| • Input –Offices                    |      | ✓         | • Help – About CIPM           | ✓    |           |
| • Input –Commanders                 |      | ✓         |                               |      |           |
| • Input –CREO                       |      | ✓         |                               |      |           |
| • Outputs – ASVAB Worksheets        | ✓    |           |                               |      |           |
| • Outputs – Interviews              | ✓    |           |                               |      |           |

All System Administration functions require that you have exclusive use of the CIPM data before you can use the functions, i.e. no other user can be logged into CIPM 99. In a single user environment, you can always access these functions, i.e. if you have installed CIPM 99 on your workstation and you have not shared the data. In a multi-user environment, you must wait until all other users are logged off CIPM 99 before you can perform these functions.

### Backup – Copy Data to Diskette (★)

You should backup your data at least weekly and perhaps even daily. As SYSADMIN, you are responsible for backing up the data. CIPM provides a Backup function that will build a compressed file of your data, prep your diskette and copy the compressed file onto your diskette.

You DO need to backup your data, if your data is on your workstation's hard drive and you only have a 3.5" floppy disk drive. You do NOT have to backup your data, if (1) your CIPM data resides on a network drive and your network administrator backs up your data every night or, (2) you have and use another type of backup media (e.g. a tape drive or removable disk drive) to back up your data.



Before you start the Backup function, procure ten (10) formatted 1.44MB 3.5" diskettes and label five diskettes "***CIPM 99 Daily Backup for Monday***", "...Tuesday" through "...Friday", i.e. one for each day of your workweek. Label the remaining five diskettes with the next 5-months, e.g. "***CIPM 99 Monthly Backup for Jan 99***", "...Feb 99" through "...May 99". Rotate the usage of the Daily Backup diskettes. Once a month, make a monthly backup diskette. Store the Monthly Backup offsite and **DO NOT REUSE** it.

To start the Backup, locate a formatted diskette and insert it into your workstation's floppy drive A. If the diskette contains any files, be sure and check with the file owner before using the diskette, because this Backup Function will erase all the files from the diskette before it copies your data. From the menu bar select, *File\Backup Data to Floppy...* and the Data Backup Screen will be displayed as:

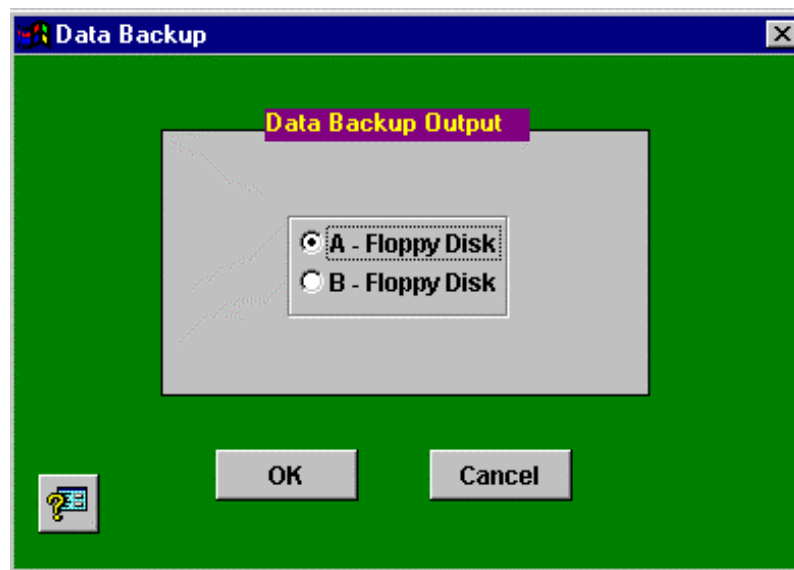


Figure 13 Backup Data Screen

Click on the *Ok* button to continue. Otherwise, click on *Cancel*. CIPM will run an MS DOS batch file, *BACKUP.BAT* and will build a Pkzip© compressed file, *CIPM99.ZIP* that includes all the database files located in the *CIPM99\DATA* folder. Once built, the floppy diskette will be erase.

Press *Y* and then the *Enter* key, when asked, “*All files in directory will be deleted! Are you sure (Y/N)?*” The compress file will be copied to the diskette and a directory will be displayed as:

```
Directory of A:\
CIPM99.ZIP      277,198  10-06-98  2:02a CIPM99.ZIP
```

Remove the diskette and label the diskette with today’s date. To clear the MS DOS screen, press any key to continue. An Information Message will displayed the number of member records backed up. Click *OK* to acknowledge. The Backup Screen will be displayed. Click on *Cancel* to return to the CIPM Desktop Clouds.

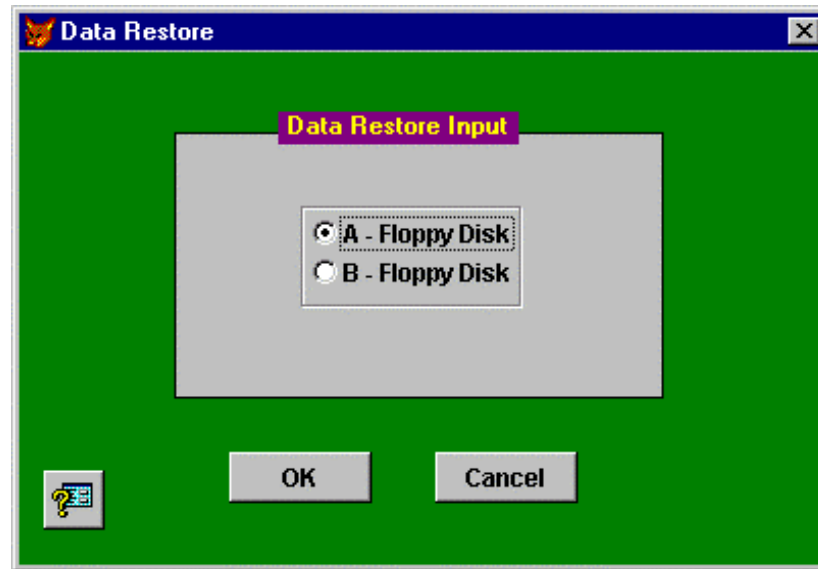


You should erase all data from the diskette, since this will provide the freest space for your Backup data.

### Restore – Copy Data From Diskette (★)

On rare occasions you will need to restore your CIPM 99 data from your Backup Diskette. For example, your hard drive fails and you can not recover your data. Replace the hard drive, reinstall CIPM 99 from the CD-ROM and then run the Restore function using your Backup data. You will be running CIPM 99 with data that is as current as your last Backup.

To start the Restore, locate your latest CIPM 99 Backup diskette (See Section Backup – Copy Data to Diskette, p. 3-2) and insert it into your workstation’s floppy drive A. From the menu bar select, *File\Restore Data From Floppy...* and the Data Restore Screen will be displayed as:



**Figure 14 Restore Data Screen**

Click on the *Ok* button to continue. Otherwise, click on *Cancel*. CIPM will run an MS DOS batch file, *RESTORE.BAT*, that will decompress the *CIPM99.ZIP* file with the Pkzip© decompression program into the *CIPM99\DATA* folder.

After clicking OK, press any key to continue when the DOS screen “*Please press ‘a’ to restore all files. Press any key to continue . . .*” Press A, when the following message appears:

```
Searching ZIP: A:CIPM99.ZIP
PKUNZIP: (W18) Warning! data/WORKFL.DBF already exists. Overwrite
(y/n/a/r)?a
```

After all the files have been restored, the data index tables will be rebuilt. Reindexing progress messages will be displayed during the process. A Reindex Message Box will be displayed upon completion of the rebuilt. Click *Ok* to acknowledge the message. A Data Restore message will be displayed indicating how many members were restored. Click *Ok* to acknowledge the message.

Remove the diskette. The Restore Screen will be displayed. Click on *Cancel* to return to the CIPM Desktop Clouds.

### Rebuild Index (☆)

Occasionally, you will need to rebuild the CIPM 99 table indexes. We recommend that you rebuild them at least once a week. This maintenance function will reconstruct any corrupted index and improve your access time.

To start the Rebuild, select, **File\Rebuild all Index Files...** from the menu bar. Progress messages will be displayed as the program rebuilds the indexes. Click **OK** when the Rebuild completion message is displayed.

### System Integrity Test (★)

If you have a serious data corruption problem (due to power failure or hardware failure), you may be able to recover your data using the System Integrity Test (SIT). You can periodically run the SIT to verify the integrity of your CIPM 99 member's data. This maintenance function will verify that each member has a complete set of data records. If not, SIT will create the missing records. If a member has duplicate records, SIT will remove them. If any correction were made, SIT will provide you with an Error Report for you records. The report is a detailed journal of all problems and correction encountered by SIT. If no problems were found, no Error Report will be created.



**WARNING:** If you suspect that your data is corrupted, be sure to back up your data, if you do not have a recent backup. Once SIT has corrected the data, the changes are permanent; i.e. there is no un-correct function.

To start the SIT, select **File\Integrity Self Test...** from the menu bar. Click **OK** when the Event completion message is displayed. Click **OK** when the ASVAB completion message is displayed.

Acknowledge any error messages by clicking **OK**. Also, click **Yes**, if asked to print an Error Report. A screen preview of the report will be displayed. Click on the **Printer** icon to print the report. Click on the **Exit** icon to exit the report Preview.

### Master Reset (★)

The Master Reset function will start the Configuration Wizard. The Wizard will present a sequence of screens that present specific questions about your CIPM 99 installation. Once you answer the questions, the Wizard will complete your CIPM 99 configuration.



**WARNING: Do NOT proceed!** This function will restore your CIPM 99 database to a post-installation state, i.e. all the member data; all but one counselor (SYSADMIN), all but one office and all but one commander will be permanently deleted. No recovery is possible. If your database is corrupted beyond repair, this function will reset the database.

To Reset the Database, select **File/Master Reset...** from the menu bar and a warning message will be displayed. Click **OK** to continue. Otherwise, click **Cancel** and your data will be restored. After continuing the Configuration Wizard will display the first screen as:

**Configuration Wizard for CIPM 99**

Enter your CO's information, i.e. commander's name, rank and activity.  
For example, CAPT John Timmon, NAS Jacksonville.

The Wizard will create one COMMAND record.

Commander's ID:  
C0001

Commanding Officer's Name  
[Text Field]

Command Activity  
[Text Field]

Buttons: HELP, Cancel, Back, Forward, Finish

Figure 15 Page 1 Configuration Wizard - Commander's Record

| Data Label                    | Content   |
|-------------------------------|---|
| <b>Arrow Right/Arrow Left</b> | Moves to the next screen. Forward or Backwards.   |
| <b>Cancel</b>                 | Restores the data back to the pre-Wizard state.   |
| <b>Command Activity</b>       | Name of the commanding officer's activity. For Example, NAS Jacksonville. Note: (1) You must enter a non-blank command name to proceed.<br>(2) If your commander is responsible for more than one activity, enter the activity with the largest number of personnel. After the Wizard is completed, use CIPM 99's <i>Add Office</i> function to add the |

| Data Label                       | Content   |
|----------------------------------|---|
|                                  | remaining activities that your CO is responsible for.   |
| <b>Commanding Officer's Name</b> | Enter your commanding officer's rank and name. For example, <i>CAPT John Smith</i> . Note you must enter a non-blank name to proceed. |
| <b>Finish</b>                    | Start the actual re-configuring process. Once this has been started, the process can not be reversed or interrupted.                  |

The Master Reset Configuration Wizard Page 2 screen is shown below. Enter the CCC's (Command Career Counselor) UIC, Department and Division, as needed, to define the CCC's organization.



**Configuration Wizard for CIPM 99**

Enter the Command Career Counslor's UIC, Department, Division and Office Name.

The Wizard will create a Command Career Counselor Office record:

OFFICE ID : P0001

UIC : 55555

DEPT :

DIV :

NAME OF OFFICE : COMMAND: USS KENTUCKY

Buttons: HELP, Cancel, Navigation, Finish

Figure 16 Page 2 Configuration Wizard - Office Record

| Data Label        | Content  |
|-------------------|--|
| <b>DEPT:</b>      | Department Name of the CCC's activity. Max 8-characters. Optional.<br>NOTE: If the highest level of responsibility for your CCC is a Department, then enter a non-blank department name. Otherwise, leave blank. |
| <b>DIV:</b>       | Division Name of the CCC's activity. Max 5-characters. Optional.<br>NOTE: If the highest level of responsibility for your CCC's is a Division, then enter a non-blank division name. Otherwise, leave blank.     |
| <b>OFFICE ID:</b> | CIPM 99's internal name for  |

| Data Label      | Content   |
|-----------------|---|
|                 | this office. View only. Can not be changed by the user.   |
| <b>OFFICES:</b> | UIC code of the CCC's activity. Max 30-characters.  |
| <b>UIC:</b>     | UIC code of the commander's activity. Max 5-characters.<br>Note: (1) You must enter a UIC to proceed.<br>(2) If your CCC's is responsible for more than one UIC, enter the UIC with the largest number of personnel. After the Wizard is completed, use CIPM 99 Add Office function to add the remaining activities that your CCC's is responsible for. |

The Master Reset Configuration Wizard Page 3 screen is shown below. Enter the CCC's (Command Career Counselor) name, rate, work phone number and PRD. Optionally, you can change the SYSADMIN's password.

**Configuration Wizard for CIPM 99**

Enter CIPM 99 System Administrator's information. This will be use to log onto CIPM to preform certain maintenance functions.

**Name** First: NIANLIN Last: GU

**Rate** YN2

**Phone** 525-2073

**Identifier** SYSADMIN **Password** \*\*\*\*\*

**PRD** 1999.10.30

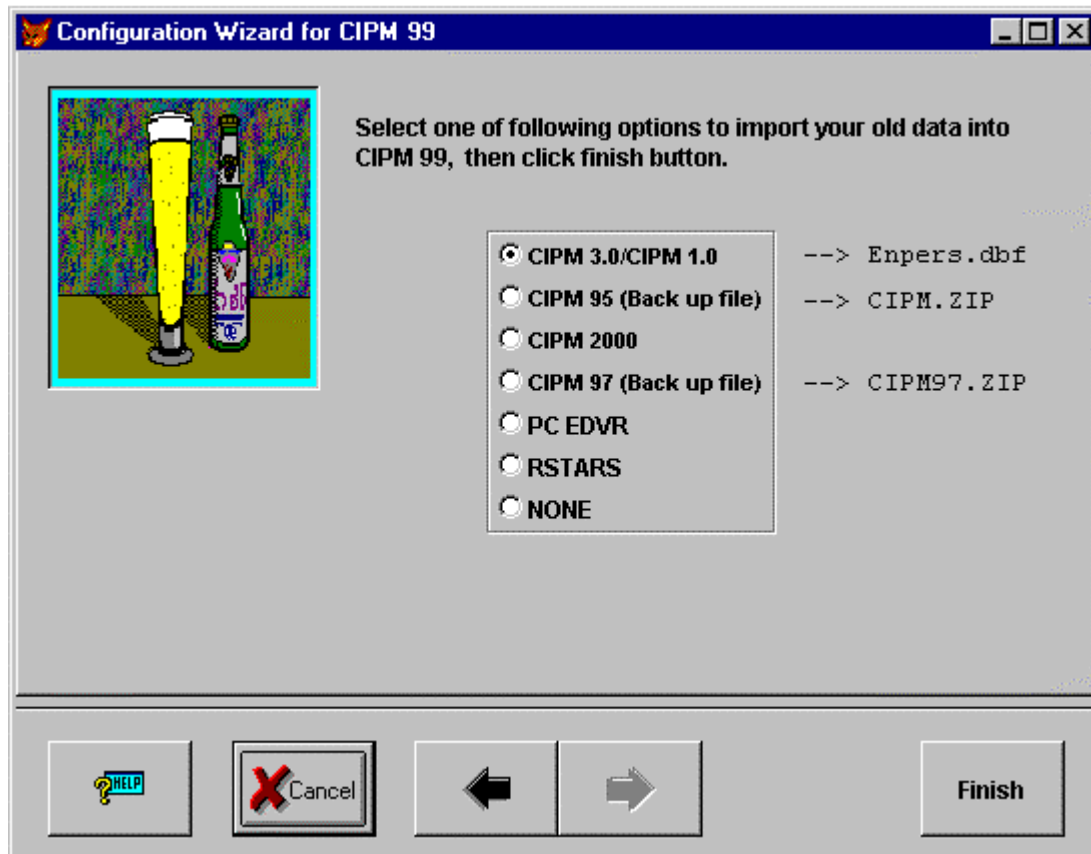
Buttons: HELP, Cancel, ←, →, Finish

Figure 17 Page 3 Configuration Wizard - Counselor's Record

| Data Label         | Content  |
|--------------------|--|
| <b>Identifier</b>  | Counselor's (User's) identifier, e.g. SYSADMIN. Max 8-character. Other counselor's can be added later. This one must be present. |
| <b>First Name:</b> | Counselor's First name, e.g. John. Max 20-characters.  |
| <b>Last Name:</b>  | Counselor's Last name, e.g. Perez. Max 20-characters.  |
| <b>Offices:</b>    | Name of the counselor's office.  |
| <b>Password:</b>   | User's password. Max 8-  |

| Data Label    | Content  |
|---------------|--|
|               | characters.  |
| <b>Phone:</b> | Counselor's work phone. Max 20-characters.   |
| <b>PRD:</b>   | Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter date as YYYY/MM/DD format. Otherwise, leave blank. |
| <b>Rate</b>   | Career counselor's Rate. Max 10-characters. Either enter the Rate or pick one from the drop down list.                             |

The Master Reset Configuration Wizard Page 4 screen is shown below. If you have data from one of these sources you can import that data at this time.



**Figure 18 Page 4 Configuration Wizard - Counselor's Record**

### To start the Import:

Select the data source (CIPM 3.0/CIPM 1.0, CIPM 95....) from the list. Click **Finished** and follow the screen directions. Otherwise, to skip the Import for now (**NOTE**: You can import later), click **NONE** and click **Finish**. Whether you import or not, your old data will be replaced with your new Wizard data.

For additional information on importing data into CIPM 99 see Importing Records (★) p. 3-20, Importing EDVR (★) p. 3-26 and Importing CIPM 2000 Records (★) p. 3-28.

### Counselors (★)

Only CIPM registered counselors can access member's data. All CIPM users are considered counselors and thus the terms, *user* and *counselor* are used interchangeably. The CIPM Log On security requires a potential user to select his/her User ID from a list of registered users and enter his/her valid password before the user can access the CIPM data. If the user is not in the list or enters an invalid password, the user will be denied access.

The initial CIPM 99 installation has one pre-registered counselor with the User ID, *SYSADMIN*, and password, *SYSADMIN*, and must always be present. Initially, use this User ID and password to access CIPM. You should change user's password, name, office location and rate. The *SYSADMIN* counselor will be designated as the *CIPM System Administrator* and will be responsible for performing certain maintenance functions like adding new counselors, performing file maintenance, setting security levels, etc... You will not be able to delete this counselor nor change its security options.

CIPM security system requires the each counselor be designated as a Division Level Counselor, Department Level Counselor, UIC Level Counselor or System Administrator. A Division Level Counselor will have access to all members' records within his/her Division plus any member he/she has been explicitly assigned. (See Section Input – CIPM Records, p. 4.42) A Department Level Counselor will have access to all members' records within his/her department including all divisions below his/her department plus any member he/she has been explicitly assigned. An UIC Level Counselor will have access to all members' records within his/her UIC plus any member he/she has been explicitly assigned. The System Administrator has access to all members' records. Below is table that summarizes the data accessible by each level:

| Counselor's Level | Members         |            |     |          |          |
|-------------------|-----------------|------------|-----|----------|----------|
|                   | <i>Division</i> | Department | UIC | Explicit | Everyone |
| Division          | ✓               |            |     | ✓        |          |
| Department        | ✓               | ✓          |     | ✓        |          |
| UIC               | ✓               | ✓          | ✓   | ✓        |          |
| SYSADMIN          | ✓               | ✓          | ✓   | ✓        | ✓        |

You can add, change information and delete counselors from the Counselor list with this function. The following section describes the procedures to add, edit and delete counselors.


To access the Counselors List, select *Inputs\Counselor* from the menu bar. A list of registered counselors will be displayed in a Browse Counselor screen, as shown below:

**Browse Counselors**

Counselors :

| ID       | First name | Last name | Rate | Prd | Group | Commander     |
|----------|------------|-----------|------|-----|-------|---------------|
| SEITER-1 |            | SEITER-1  | SK1  | ..  | 4     | CAPTAIN 20000 |
| SEITER-2 |            | SEITER-2  | SK1  | ..  | 4     | CAPTAIN 20003 |
| SKOGEN   |            | SKOGEN    | AT2  | ..  | 4     | CAPTAIN 20001 |
| SPEN-1   |            | SPENCE-1  | SK1  | ..  | 4     | CAPTAIN 20000 |
| SPEN-2   |            | SPENCE-2  | SK1  | ..  | 2     | CAPTAIN 20002 |
| SPEN-3   |            | SPENCE-3  | SK1  | ..  | 4     | CAPTAIN 20003 |
| SUNDANCE |            | SUNDANCE  | NC1  | ..  | 4     | CAPTAIN 20002 |
| SYSADMIN |            | HAIR-1    | MM1  | ..  | 1     | CAPTAIN 20001 |
| TAYLOR-1 |            | TAYLOR-4  | HT1  | ..  | 4     | CAPTAIN 20000 |
| TAYLOR-2 |            | TAYLOR    | HT1  | ..  | 2     | CAPTAIN 20001 |
| TAYLOR-3 |            | TAYLOR    | HT1  | ..  | 4     | CAPTAIN 20003 |
| THORNTON |            | THORNTON  | ABE2 | ..  | 4     | CAPTAIN 20004 |

☐ Ascending  
☐ Descending  
☒ More ...  
☐ List






Figure 19 Counselor - Browse Screen



In the initial installation, the Counselor List will contain only one counselor, SYSADMIN, John A. Carter. You should change the SYSADMIN's name, rate, SSN and office information to match your designated CIPM System Administrator.

### Delete a Counselor

To delete one or more counselors, select the counselor(s) from the list and click *Delete*. A confirmation message will be displayed, *"There are(is) xx-records to be deleted. Are you sure you want to delete them(it)?"*. Click *Yes* to continue or *No* to cancel the deletion. If no member's are explicitly assigned to the selected counselor(s), the counselors will be deleted. Otherwise, an information message will be displayed, *"This User has been assigned to one or more members. You can NOT delete this record now."* Click *Ok* to acknowledge the message and remove the member's explicit assignment from the counselor (See Section Page 1 Basic Data, p. 4-33) and retry the deletion.

### Add or Change a Counselor Record

To add a new counselor or edit a counselor's record, select a counselor from the list and click *More*. The counselor's record will be displayed as:

Figure 20 Counselor - Edit Screen

| Data Label           | Content   |
|----------------------|---|
| <b>Access Level:</b> | User's Access Level:<br>1-Administration<br>2-UIC<br>3-Department<br>4-Division |
| <b>Activity:</b>     | Name of the counselor's activity/office.  |
| <b>Counselor ID</b>  | Counselor's (User's) identifier, e.g. SYSADMIN. Max 8-character.                |
| <b>First Name:</b>   | Counselor's First name, e.g. John. Max 20-characters.                           |
| <b>Last Name:</b>    | Counselor's Last name, e.g. Perez. Max 20-characters.                           |
| <b>Offices:</b>      | Counselor's UIC, Dept (if departmental counselor), Div                          |

| Data Label       | Content  |
|------------------|--|
|                  | (if division counselor). Pick one from the drop down list. (See note below.)   |
| <b>Password:</b> | User's password. Max 8-characters.   |
| <b>Phone:</b>    | Counselor's work phone. Max 20-characters.   |
| <b>PRD:</b>      | Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter date as YYYY/MM/DD format. Otherwise, leave blank. |
| <b>Rate</b>      | Career counselor's Rate. Max 10-characters. Either enter the Rate or pick one from the drop down list.                             |



The **More** button allows you to view the counselor's data but not change it. All data fields will be disabled. You must click **Add** or **Edit** before you can make any changes.



You can not change the Office name and Commander name. You must select one from the list provided. To change the Office information or to add a new office, see Section Offices, p. 3-13.

To add a counselor's record, click *Add* and fill in the information. To correct information, click *Edit* and correct the data. The table below the figure describes the type of data needed for each field. Once the information has been entered, click *Save*. If you are adding a new counselor, CIPM will create and register the new counselor. If you are editing, CIPM will make the changes permanent. Otherwise, click on *Revert* to discard the new counselor or your changes.

### ***SYSADMIN Counselor Record***

For new installations, change the *SYSADMIN* counselor's information to your information. Edit the *SYSADMIN* record (See the above section). Type over the information, i.e. enter your *First* and *Last* names (first and last), *Rate*, *Phone Number*, and *PRD* over the default values.

Optionally, type in a new *Password*. Make sure you remember the new password. The next time you start CIPM 99 and select *SYSADMIN*, you will be required to enter the new password or you will not be able to start up CIPM 99.



You can not change the *Access Level* nor the *Counselor ID* in the *SYSADMIN* record and you can not delete the *SYSADMIN* record.

### **Offices (★)**

All members and counselors must be assigned to an office. All offices are defined in the Office table. An office can be a Department, Division or UIC. Member and counselor records simply point to the office to which they belong. In a multi-counselor environment, office assignments are fundamental to CIPM's security. CIPM uses the assignments to control counselor access to member's data. When a counselor logs onto CIPM, CIPM checks the counselor's access level and office assignment. The counselor will be given access to all members in his office plus all members in offices below his level, if any, plus any member who was specifically assigned to this counselor. For example, if a department counselor logs on successfully, the counselor will be able to view, change, and create report concerning all the members in his department and all his divisions under the counselor's department. (For a more complete discussion on CIPM Security see section, Counselors (★), p. 3-9.)

You can add, change information and delete offices from the Office table with this function. The following section describes the procedures to add, edit and delete offices.

To access the Offices, select *Inputs\Offices* from the menu bar. A list of registered counselors will be displayed in a Browse Counselor screen, as shown below:

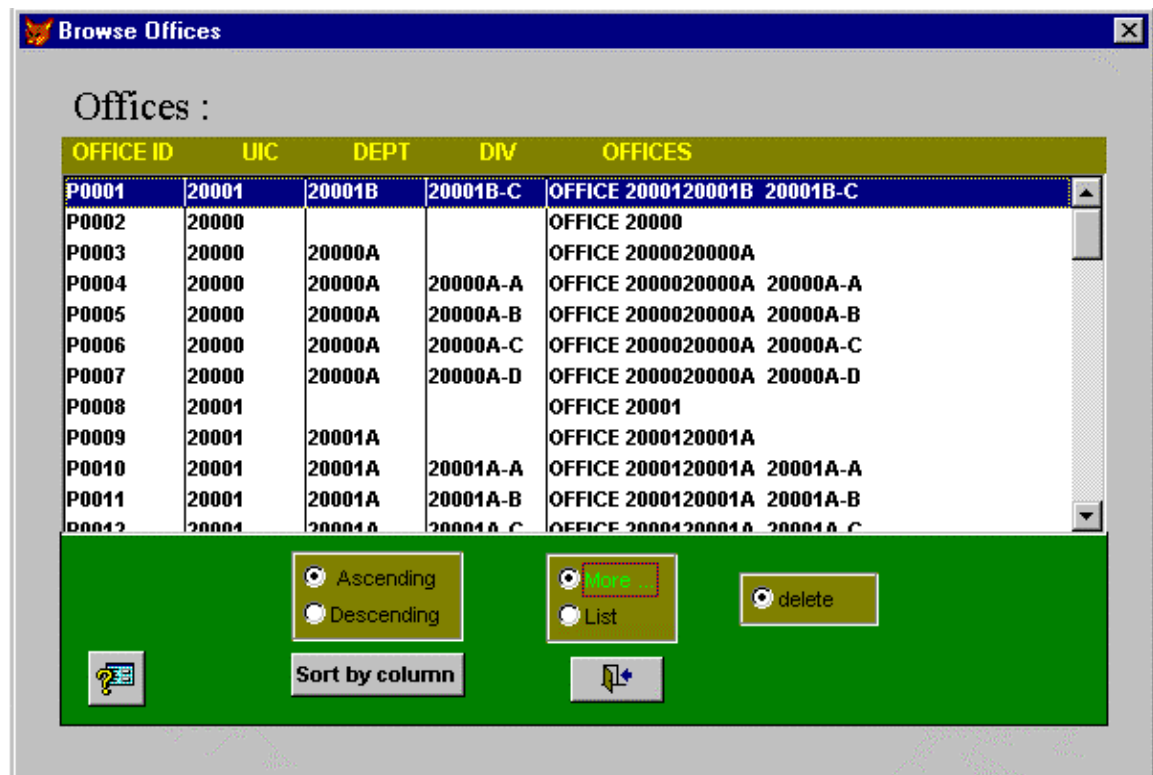


Figure 21 Offices - Browse Screen



In the initial installation, the Office List will contain only one office, Emergency Services. You should change information to match your designated CIPM System Administrator's office name, UIC, Department, Division, office title and commander.

### Delete an Office

To delete one or more offices, select the office(s) from the list and click *Delete*. A confirmation message will be displayed, "*There are(is) xx-records to be deleted. Are you sure you want to delete them(it)?*". Click *Yes* to continue or *No* to cancel the deletion. If no offices' are being used by either counselor or members, the office(s) will be deleted. Otherwise, the information message will be displayed, "*This Office has been assigned to one or more Users. You can NOT delete this record now.*" Click *Ok* to acknowledge the message and remove the member's explicit assignment from the counselor (See Section Page 1 Basic Data, p. 4-33) and retry the deletion.

### Add or Change an Office Record

To add a new counselor or edit a counselor's record, select a counselor from the list and click *More*. The counselor's record will be displayed as:



Figure 22 Office - Edit Screen

| Data Label        | Content  |
|-------------------|--|
| <b>Commander:</b> | Name of Activity's Commander. Select from the drop down list.                  |
| <b>DEPT:</b>      | Name of Department, e.g. AIROPS. Max 8-characters. Leave blank for UIC office. |
| <b>DIV:</b>       | Name of Division. Max 8-characters. Leave blank for Dept or UIC office.        |
| <b>Office ID:</b> | Pointer to Office. Used  |

| Data Label      | Content  |
|-----------------|--|
|                 | internally by application. 5-characters.                             |
| <b>Offices:</b> | Office within the Activity, e.g. HMR & Retention. Max 30-characters. |
| <b>UIC:</b>     | Unit Identification Code. For example 63105. Max 5-characters.       |

To add an office record, click *Add* and fill in the information. To correct information, click *Edit* and correct the data. The table below the figure (See above) describes the type of data needed for each field. Once the information has been entered, click *Save*. If you are adding a new office, CIPM will create the new office. If you are editing, CIPM will make the changes permanent. Otherwise, click on *Revert* to discard the new office or your changes.

## Commanders (☆)

All offices must have a commander assigned. CIPM maintains a list of commanders' and their activities' names. The names are used to for signature blocks and report titles.

You can add new commanders, change commanders' and their activity names and delete commanders no longer needed from the Commander table with this function. The following section describes the procedures to add, edit and delete offices.

To access the Commanders, select *Inputs\Commanders* from the menu bar. A list of commanders will be displayed in a Browse Commanders screen, as shown below:



**Figure 23 Commanders - Browse Screen**

### ***Delete an Commander***

To delete one or more commanders, select the commander(s) from the list and click *Delete*. A confirmation message will be displayed, “*There are(is) xx-records to be deleted. Are you sure you want to delete them(it)?*”. Click *Yes* to continue or *No* to cancel the deletion. If no offices’ references the commander(s), the commander(s) will be deleted. Otherwise, the information message will be displayed, “*This Commander has been assigned to one or more Offices. You can NOT delete this record now.*” Click *Ok* to acknowledge the message and remove the office’s explicit reference from the counselor (See Section Add or Change an Office Record p. 3-12) and retry the deletion.

### ***Add or Change Commander’s Record***

To add a new counselor or edit a counselor’s record, select a counselor from the list and click *More*. The counselor’s record will be displayed as:

Figure 24 Commander - Edit Screen

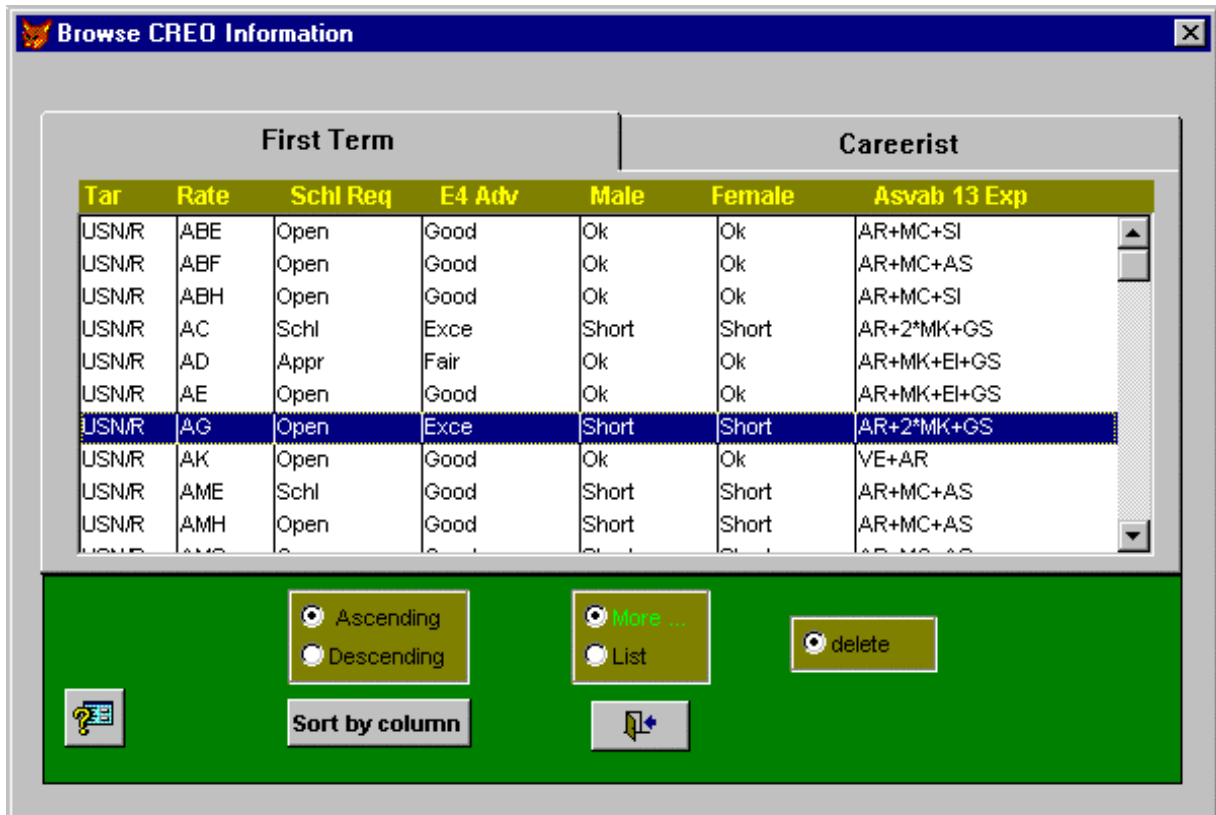
| Data Label             | Content  |
|------------------------|--|
| <b>Activity:</b>       | Name of Activity, e.g. NAS PENSACOLA. Max 30-characters.                     |
| <b>Commander ID:</b>   | Pointer to Commanding Officer. Used internally by application. 5-characters. |
| <b>Commander Name:</b> | Commanding officer's name (First and Last Name). Max 30-characters.          |

To add a commander record, click *Add* and fill in the information. To correct information, click *Edit* and correct the data. The table below the above figure describes the type of data needed for each field. Once the information has been entered, click *Save*. If you are adding a new commander, CIPM will create the new commander. If you are editing, CIPM will make the changes permanent. Otherwise, click on *Revert* to discard the new commander or your changes.

## CREO Data (★)

CIPM can prepare an ASVAB Worksheet for each of your members. The worksheet list the Navy's high demand jobs and advancement opportunities for which the member qualifies. The qualifications are based on his/her ASVAB scores. Job opportunities are based on the current CREO/REGA (Career Reenlistment Opportunities) NAVGRAM.

The CREO function allows you to update the CIPM CREO's database with the latest CREO/REGA, i.e. you can add, delete and change the CREO records with the function. To access the CREO data, select *Inputs\CREO* from the menu bar. A list of ratings will be displayed in a Browse CREO screen, as shown below:



**Figure 25 CREO - Browse Screen**

The CREO Browse screen has two CREO Rating lists: one for first termers and one for careerist. To select a CREO list, click either the *First Term* or *Careerist* page tab.

### **Delete a CREO Record**

To delete one or more CREO Ratings, select the CREO Ratings from one of the lists and click *Delete*. A confirmation message will be displayed, “*There are(is) xx-records to be deleted. Are you sure you want to delete them?*” Click *Yes* to continue or *No* to cancel the deletion.

### **Add or Change CREO Records**

To add a new CREO Rating or edit a CREO record, select a CREO Rating from the either list and click *More*. (NOTE: Each list has CREO Rates for USN/R and TAR categories.) The CREO’s record will be displayed as:

Figure 26 CREO - Edit Screen

| Data Label                    | Content   |
|-------------------------------|---|
| <b>Careerist Male/Female</b>  | Male/Female Careerist Sailor – Female sailors who have reenlisted at least once. Generally, sailors with more than six years of active service. Select one:<br>Short – Shortages in this category<br>Ok - Normal Loading<br>Over - Overage in the Category<br>N/A - Not available |
| <b>E4 Adv Opportunity</b>     | E-4 Advancement opportunities:<br><br>EXCELLENT – Greater than 70 percent advancement opportunity.<br><br>GOOD - 40-69 percent advancement opportunity.<br><br>FAIR - Less than 40 percent advancement opportunity.<br><br>N/A - No E-4 exam for these ratings.                   |
| <b>First Term Male/Female</b> | First Term male/female sailors – sailors on their first enlistment or extension thereof who must receive BUPERS approval to reenlist. Generally sailors with six  |

| Data Label                   | Content   |
|------------------------------|---|
|                              | or less years of active service.<br><br>Select one:<br>Short – Shortages in this category<br>Ok - Normal Loading<br>Over - Overage in the Category<br>N/A - Not available |
| <b>Group:</b>                | TAR - Enter Y, if member is a TAR. N, Otherwise.  |
| <b>Level 13</b>              | List of ASVAB Version 6 or later test categories. Used to build the algebraic expression to calculate minimum required score.   |
| <b>Level 5</b>               | List of ASVAB Version 5 or earlier test categories. Used to build the algebraic expression to calculate minimum required score.   |
| <b>Minimum Score</b>         | ASVAB version 13 or 5 minimum score required for acceptance into this rating. Range 000-999.  |
| <b>Non-design Stk Status</b> | Non-Designated Striker Status:<br><br>A SCOL RQRD - A school required. Rating entry only via Class A school.  |

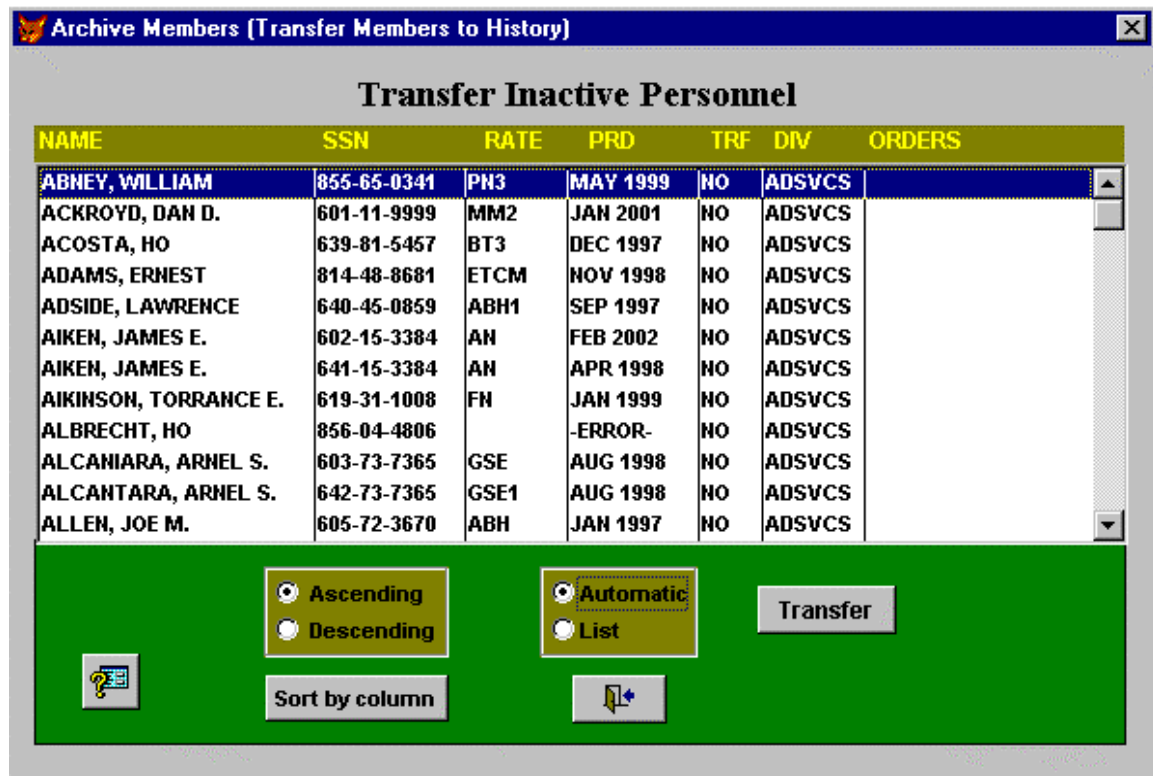
| Data Label               | Content   |
|--------------------------|---|
|                          | <p>OPEN – Ratings which are open to all personnel. Those non-designated strikers who want to pursue ratings outside their normal path of advancement no longer require PERS-292/932 approval to take the E-4 exam.</p> <p>APPRV RQRD. BUPERS approval required for rating entry.</p> <p>CLOSED. No E-4 rating entry opportunities.<br/>Rating manned by E-5 and above only.</p> <p>PHASED OUT. Rating being disestablished. No entry into these ratings allowed.</p> <p>DE-TARRED. Per NAVOP 99-89, ratings being removed from TAR program. Career opportunities in these ratings do not exist. First Termers in these ratings will not be allowed to reenlist in-rate as TARS. They must convert in-rate to USN or to another CERO 1 or 2 TAR or CREO 1 USN rating to be eligible for reenlistment. Career sailors in these ratings should consider conversion to ratings with career potential.</p> |
| <b>Rating Expression</b> | <p>The expression used to compute the minimum required ASVAB score that combines either the ASVAB Version 8 or 13 test scores. ,e.g.</p> <p style="text-align: center;">AR+2*MK+GS</p> <p>Max 15 characters. Use operators (+,-,*,/) and ASVAB categories (See Section ASVAB p. 4.47)</p>   |
| <b>Rating:</b>           | <p>Rating (Navy job classification for enlisted personnel) of member or career counselor. For example: AB rating means the sailor is qualified as an aviation boatswain's mate, AD for aviation machinist mate,... Max 10-characters.</p>   |

To add a CREO Rating record, click *Add* and fill in the information. To correct information, click *Edit* and correct the data. The Data Content table describes the type of data needed for each field. Once the information has been entered, click *Save*. If you are adding a new CREO Rating, CIPM will create the new CREO Rating. If you are editing, CIPM will make the changes permanent. Otherwise, click on *Revert* to discard the new CREO Rating or your changes.

### Archiving Members (☆)

CIPM maintains two lists of members: *active* members and *transferred* members. Active members are accessible by all CIPM functions. Inactive members are transferred members, whose CIPM record has been moved to the CIPM's Archive File and thus not accessible by most CIPM functions. CIPM uses the Archive File data in a few statistical reports requiring historical information. Moving transferred members to the Archive file can enhance CIPM performance. You can re-activate an archived member's record with the Unarchive function. (See Section Unarchiving Members p. 3-18.)

To Archive members, select *Tools\Archive Members* from the menu bar. A list of active members will be displayed in a Browse Archive Member screen, as shown below:



**Figure 27 Archive - Browse Screen**

You can select members to transfer to the Archive File with your keyboard and/or mouse. Just click on the member's entry. For multiple selections, hold the shift or control key down while selecting members. You can sort the entries using the Sort

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Control (*Sort by Column*) sorting by *Name*, *SSN*, ratings (*RATE*), *PRD*, Transfer Complete Flag (*TRF*), Division (*DIV*), or Order's description field (*ORDERS*).

CIPM can automatically select member to be transferred. Click on the *Automatic* button. CIPM will tag all members who have their TRF (Transfer Complete Flag) set to *Yes* (See Section Page 3 Retention, p. 4-36,) and members who have PRD's older than 14-months. Click *Yes* to confirm the tagging, when the following message appears:

***“There are xx-active members with PRD's over 14-months old OR have their Transfer Complete Flag (TRFCMP) set to ‘Y’. Tag these members for inactive file?”***

Otherwise, Click *No*. CIPM will highlight all the members that are tagged for transfer.

Once you have tagged all the members to be transferred, click on the *Transfer* button. Click *Yes* to confirm the transfer, when the following message appears:

***“There are xx - Active member records to be transferred. Are you sure you want to transfer them?”***

Otherwise, Click *No* and no transfer will occur. If yes, CIPM will move the selected records to the Archive File. Click *OK* to acknowledge the transfer completion when the message “*INFORMATION: xx-Active Member(s) moved to history, successfully!*”



Remember this process is reversible, i.e. you can retrieve any archived record with the Unarchive Tool.

## Unarchiving Members (★)

CIPM maintains two lists of members: *active* members and *transferred* (archived) members. Transferred members are accessible only by the *Unarchive Members* tool described here. Archive members can be re-activated, i.e. moved to the CIPM file, or permanently removed them from the CIPM system using this tool. To access this tool, select *Tools\Unarchive Members* from the menu bar. A list of archived members will be displayed in a Browse Unarchive Member screen, as shown below:



**Unarchive Members (Retrieve Members from History)**

**Retrieve Inactive Member**

| NAME                      | SSN                | RATE       | PRD             | DIV           | ORDERS |
|---------------------------|--------------------|------------|-----------------|---------------|--------|
| SCOTT, JAMES J.           | 734-68-5233        | RM2        | JAN 1996        | ADSVCS        |        |
| SHAFFER, GREGORY T.       | 738-33-3583        | AZAN       | JUL 1997        | ADSVCS        |        |
| SHELBY, KENDRICK L.       | 742-25-9161        | MSSN       | JUL 1996        | ADSVCS        |        |
| SHIFFLETT, DONALD L.      | 743-90-7894        | DK1        | DEC 1996        | ADSVCS        |        |
| SIMMONS, THEOPHILUS R.    | 746-06-9170        | ABHAN      | FEB 1997        | ADSVCS        |        |
| SIMON, STEVEN M.          | 747-21-6998        | MS3        | MAY 1996        | ADSVCS        |        |
| SINGLETON, GEORGE W.      | 748-06-5426        | AO3        | SEP 1996        | ADSVCS        |        |
| SIROMA, ARNEL F.          | 749-77-8502        | MS1        | JUN 1996        | ADSVCS        |        |
| <b>SMASAL, TIMOTHY E.</b> | <b>752-86-3650</b> | <b>MS3</b> | <b>JUL 1996</b> | <b>ADSVCS</b> |        |
| SMITH, CHRISTOPHER M.     | 754-80-5481        | MS3        | APR 1997        | ADSVCS        |        |
| SMITH, SAMSON NMN.        | 756-44-1549        | ETCS       | OCT 1996        | ADSVCS        |        |
| SORADY, DANIEL E.         | 764-50-0634        | BMCM       | OCT 1995        | ADSVCS        |        |

☒ Ascending  
☐ Descending

☐ Retrieve  
☐ List  
☒ Delete

Automatic

Sort by column

Figure 28 Unarchive - Browse Screen.

The Unarchive Members Screen lists inactive members. Members can be sorted by *Name*, *SSN*, *Rate*, *PRD*, *Division* and *Orders*.

To reactivate members, select the member(s) from the list and click the *Retrieve* button. Click *Yes* to confirm the re-activation, when the following message appears:

“There are xx - records selected for retrieval from history file. Do you want to activate these records?”

Otherwise, Click *No* and no transfer will occur. If yes, CIPM will move the selected records to the CIPM active member file. Click *OK* to acknowledge the transfer completion, when the message “*INFORMATION: xx-Inactive Members Reactivated successfully!*”

To delete archive members, select the members from the list and click *Delete*. To automatically select for deletion archived records with PRD's older than 3-years, click *Automatic*. CIPM will select all archived members whose PRD's are more than 3-years old. Click *OK* to acknowledge the information, when the message “*There are xx-Inactive members with PRD's over 3-years old. NOTE: You must click the 'Delete' button after selection to start the deletion process.*”

Once you have tagged all the members to be deleted, click the *Delete* button. Click *Yes* to confirm the deletion, when the following message appears:

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“There are xx - Inactive member records selected for deletion. Are you sure you want to delete these records?”

Otherwise, click *No* and no deletion will occur. If yes, CIPM will remove the selected records.



Deletion is not reversible. Once a record is deleted, the record is permanently removed from the CIPM database. To recover the data you will need to either restore the data from a backup file or you will have to re-enter the member's data.

### Importing Records (★)

The Import function is a CIPM 99 Tool that (1) automatically recognizes a valid data source, (2) creates and displays a list of members found in the data source, (3) allows you to select one or more members to be loaded into CIPM 99 database and (4) converts the selected member's records into the CIPM 99 format.

The Import function can automatically initialize, upgrade, consolidate, transfer or update your CIPM 99 member's database using data from many U.S. Navy computer databases without you having to manually input each member's information or update certain fields. If you are just starting to automate your counselor's office and have access to PC EDVR or RSTARS data files, you can load your CIPM 99 databases directly from your PC EDVR or RSTARS data files. CIPM 99 will create member's records from your PC EDVR or RSTARS data files. When newer data is available, you can load new members and/or update existing member's dates from PC EDVR or RSTARS. With this function, your data can be synchronized with other U.S. Navy computer databases. This function can not only reduce your data entry time necessary to create and maintain your member's information but can also improve the accuracy of your data.



NOTE: Currently, CIPM 99 can not read/write to the *Smart Card™*. However, this capability is being developed and may be available in the near future.

The Import functions can read data from the following sources and convert the data into CIPM 99 records:

| SOURCES          | MEDIA                         | Member Data | ASVAB SCORES | COUNSELORS |
|------------------|-------------------------------|-------------|--------------|------------|
| <b>CIPM 1.0</b>  | Backup file or CIPM.DBF file. | ✓           | ✓            |            |
| <b>CIPM 2000</b> | MS Access file (CIPM2000.MDB) | ✓           | ✓            |            |
| <b>CIPM 3.0</b>  | ENLPERS.DBF file              | ✓           | ✓            |            |
| <b>CIPM 95A</b>  | Export file (NEWCIPM.DBF)     | ✓           | ✓            |            |
| <b>CIPM 95B</b>  | Backup diskette.              | ✓           | ✓            | ✓          |
| <b>CIPM 97B</b>  | Backup diskette.(CIPM97.ZIP)  | ✓           | ✓            | ✓          |

| SOURCES | MEDIA                     | Member Data | ASVAB SCORES | COUNSELORS |
|---------|---------------------------|-------------|--------------|------------|
| CIPM 99 | Export file (NEWCIPM.DBF) | ✓           | ✓            | ✓          |
| PC EDVR | Download file (EDVR.DBF)  | ✓           |              |            |
| RSTARS  | Download file (PERS.DBF)  | ✓           |              |            |

**Table 3 Sources of Information for CIPM 99**

Although all sources contain member information, some sources do not contain all necessary data for completely filling in CIPM records, such as, ASVAB Scores and Counselor records. The table above indicates which sources contain which data.

### ***Initializing CIPM99***

If you are a first time CIPM user and have access to PC EDVR or RSTARS data, CIPM 99 can create member records for you. If you do not have access to either data source, you will have to manually key in the CIPM information for each member. (See Section CIPM Records, p. 4-33.) Locate the most current data. Ask the Admin personnel to provide you with a file with the most current PC EDVR or RSTARS data. The can be stored either (1) on a diskette and, optionally, compressed with Pkware© ZIP program, if necessary, or (2) on a network hard drive for which you have access from your workstation. If you do not have the latest information, use the data provided. When new data becomes available, use the Update procedure below to refresh your data and load any new gains.

### ***Upgrading to CIPM 99***

If you are converting from an older CIPM system, locate your most recent Backup diskette or make a new one using your older CIPM system. If you are using more than one version of CIPM, use the one with the most current information. If they are equally current, choose CIPM 95B; otherwise; choose CIPM 95A, CIPM 3.0, or CIPM 97 in this order.

### ***Consolidating Many-to-One CIPM 99 Systems***

If you have many counselors with various versions of CIPM (including CIPM 99), you can *consolidate* all their data by importing each counselor's Backup data. If you do consolidate your data, remember to load the data sources from worst data source to the best, since the Import function will overlay member's data with the last data imported. We want the best data to be loaded last. This can happen if one or more member's information occur in two or more counselor's databases.

### ***Transferring Between CIPM 99 Systems***

Using the CIPM 99 Import and Export functions member information can be *transferred* between two commands via diskette or e-mail. For example, if some of a ship's company is transferred to temporary shore duty for 6-months, the ship's career counselor using the Export function can create a CIPM 99 diskette with the transferring

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member's information. The diskette can be hand carried or the file e-mailed to the shore career counselor, who would load the member's records into his shore CIPM 99 database.

### **Updating CIPM 99 Data**

You can keep your CIPM 99 current by periodically loading newer PC EDVR or RSTARS data into CIPM 99. CIPM 99 will add to your CIPM 99 database new members and will update the member's dates found in the PC EDVR or RSTARS data.

### **Importing Data**



Before you import data from another system, we recommend that you back up your data. If the import loads older data than you wanted, you could restore the data to the pre-Import state.

To import data from CIPM 1.0, CIPM 3.0, CIPM 95A, CIPM 95B, CIPM 97 CIPM 2000 or RSTARS use the Import Tool (Note: To import data from PC EDVR use the Import EDVR tool. (See Section Importing EDVR, p. 3-26). To import CIPM 2000 data use the Import 2000 tool. (See Section Importing CIPM 2000 Records (★) p. 3-28.) To access this tool, select *Tools\Import Members* from the menu bar. The Import Screen will be displayed, as shown below:

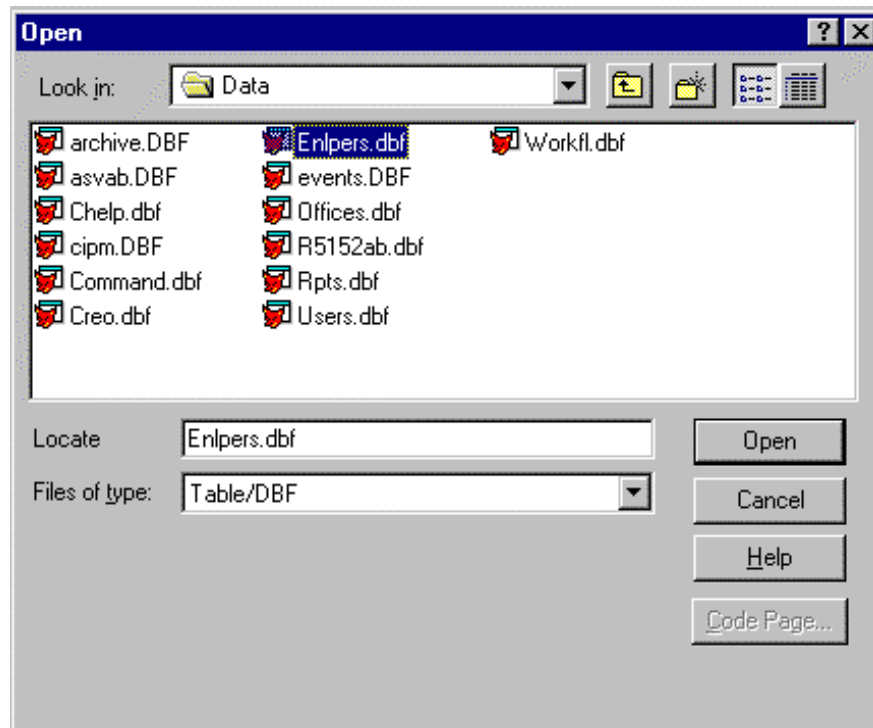


**Figure 29 Import Members Screen**

#### *Locate File*

Select the file to be imported by clicking on the *1. Locate File* check box. An Open File dialogue box will be displayed. Use the controls (Look In Drop Down List, File List

Box, Locate Text Box, Files of Type to select ZIP or DBF files) to locate and open the file to Import, as shown below:



**Figure 30 Open File Dialogue Box**

The following table lists the most common Import Sources and their type of files. Locate your Import Source and Type of Import File. Then set the *Files of type* control to either ZIP or DBF and look for the file name indicated.

| Import Source | Type of Import File | Files of type | Look for File |
|---------------|---------------------|---------------|---------------|
| CIPM 1.0      | Backup Diskette     | ZIP           | CIPM.ZIP      |
| CIPM 3.0      | Database file       | DBF           | ENLPERS.DBF   |
| CIPM 95A      | Export file         | DBF           | NEWCIPM.DBF   |
| CIPM 95B      | Backup diskette.    | ZIP           | CIPM.ZIP      |
| CIPM 97B      | Backup diskette     | DBF           | NEWCIPM.DBF   |
| CIPM 99       | Export file         | DBF           | NEWCIPM.DBF   |
| RSTARS        | Download file       | DBF           | PERS.DBF      |

**Table 4 Import File Types**

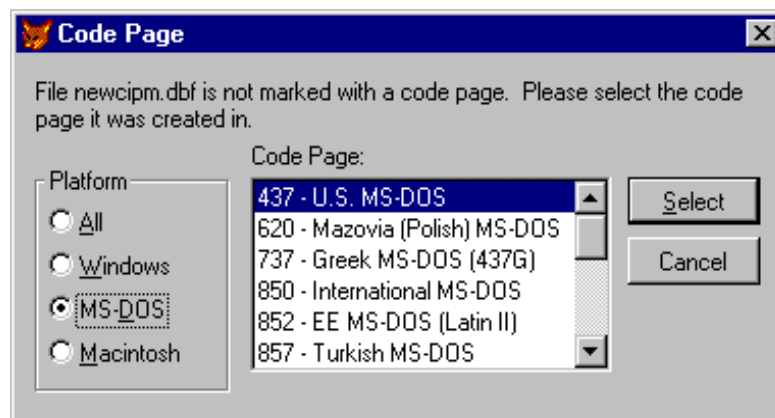
After locating and selecting the desired file, click *Open* button. The Open File dialogue box will disappear and the previous screen will be displayed. Otherwise, click *Cancel* and the file will not be opened.



**NOTE:** If the data being imported is compressed, CIPM 99 will decompress the data. A special **DOS Window** will be displayed during the decompression. After the decompression is completed the DOS Window Title Bar will display “**Finished**”. Close the DOS Windows.

### Code Page

After selecting a file (and optionally decompressing it) CIPM 99 will ask you to select a code page set with a Code Page dialogue box as shown below:



**Figure 31 Code Page Screen**



**NOTE:** The imported file must have a **code page set**. (A code page set is a table of characters and corresponding numbers in memory that CIPM 99 uses to display data properly.) If you use a file from an earlier version of CIPM, the file might not have a code page mark. If the mark is missing when you open the file, CIPM 99 prompts you for a code page and then marks the file with it. However, if the code page is incorrect, some characters in the file might not display properly.

To properly convert an import file, select *MS-DOS* from the *Platform* list, *437-U.S. MS-DOS* from the *Code Page* list and click on the *Select* button. CIPM 99 will convert the code page of the input data, appropriately.

After the import file has been identified, decompressed and code page set, CIPM 99 will return to the Import CIPM Data screen. The program will display the results below the Locate File check box. In the example below, Import locate the file at *J:\CIPM30\IMPORT\ENLPERS.DBF*, which contained 279 enlisted personnel records from a *CIPM 3.0* file.



**Figure 32 Import Members Screens**

To have the Import function replace CIPM 99 records with imported records, where social security number matches, check the 2. *Replace Duplicates* check box. Otherwise, uncheck the box.

### *Selecting Members*

To continue with the import click on the *Start* button. Otherwise, click on the *Cancel* button. By clicking on the Start button CIPM will present an alphabetical list of CIPM members found in the imported file, as shown below:



**Figure 33 Import Member - Selection Screen**

Select one or more members from the list by pointing to a member with the mouse pointer and click on the member. To select multiple members, hold the *Shift Key* down and press the *Page Down* key repetitively. To view more names, use the *Slider* control on the right side of the list and scroll through the list.

After one or more members have been selected the *OK* button will be enabled. Click on the *OK* button to continue. Otherwise, click on the *Cancel* button.

After importing the data, CIPM 99 will display a message indicating how many records were imported successfully. Click on *OK*. Congratulation! The import has completed successfully.

## Importing EDVR (★)

The Import EDVR function is a CIPM 99 Tool that: (1) reads PC EDVR data files; (2) creates and displays a list of members found in the data source; (3) allows you to select one or more members to be loaded into CIPM 99 database; and (4) converts the selected member's records into the CIPM 99 format. This function behaves exactly as the General Import function (See Section Importing , p. 3-20). Use this section for general information on importing PC EDVR data.

To import PC EDVR data, select *Tools\ EDVR* from the menu bar. The Import EDVR Screen will be displayed. Click the *I.Locate File* check box and locate the PC EDVR file, usually, *EDVR.DBF*. Open the file. Import EDVR will read the data and display the statistical results on the Import EDVR screen, as:



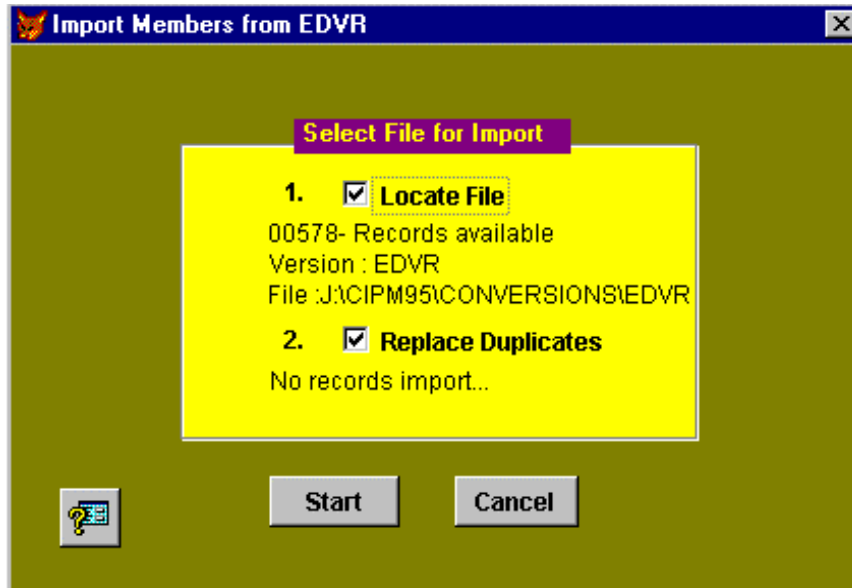


Figure 34 Import Members - EDVR Screen

To continue with the import click on the *Start* button. Otherwise, click on the *Cancel* button. By clicking on the *Start* button CIPM will present an alphabetical list of CIPM members found in the EDVR file grouped by status: **PG** (Projected Gains), **Onboard**, **PL** (Projected Losses) as shown below:

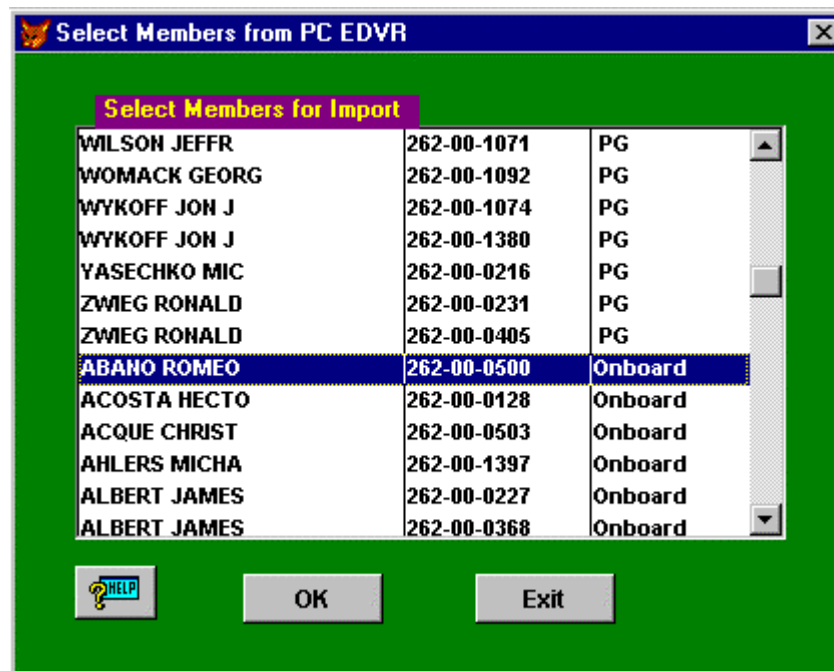


Figure 35 Select EDVR Members

Select the members to import and click *OK*. After importing the data, CIPM 99 will display a message indicating how many records were imported successfully. Click on *OK*. The import has completed successfully.

### Importing CIPM 2000 Records (★)

The Import 2000 function is a CIPM 99 Tool that: (1) opens a CIPM 2000 database and reads member's data files; (2) creates and displays a list of members found in the data source; (3) allows you to select one or more members to be loaded into CIPM 99 database; and (4) converts the selected member's records into the CIPM 99 format. This function behaves exactly as the Import Members tool (See Importing Data, p.3-22.) Use this section for general information on importing CIPM 2000 data.

To import CIPM 2000 data, select **Tools\Import 2000** from the Menu Bar. The Import CIPM 2000 screen will be displayed as shown below:

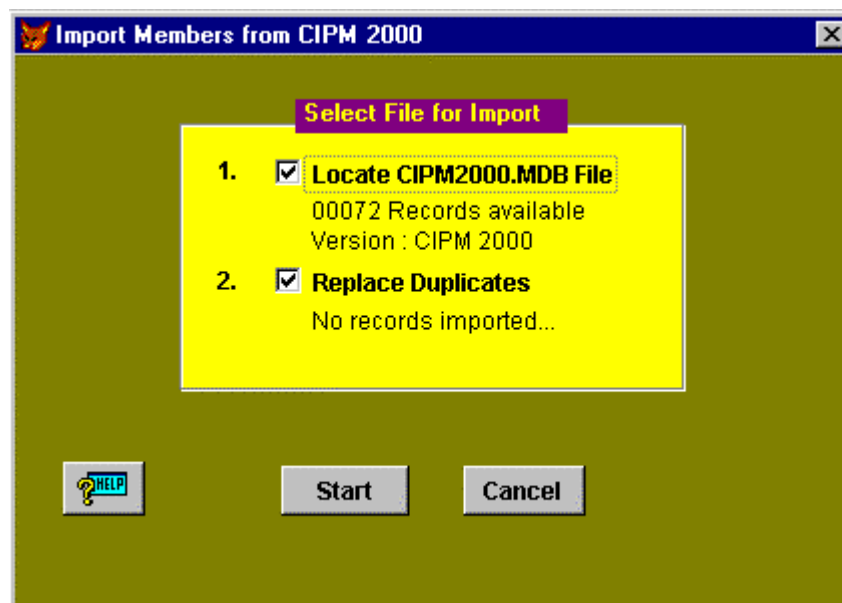



Figure 36 Import Members – CIPM 2000 Screen

Click the **1. Locate CIPM2000.MDB File** check box and locate the CIPM 2000 file, usually, **CIPM2000.MDB**. Open the file. Import 2000 will read the data and display the statistical results on the Import EDVR screen, as shown above.

To continue with the import click on the **Start** button. Otherwise, click on the **Cancel** button. By clicking on the Start button CIPM will present an alphabetical list of CIPM members found in the 2000 file.

Select the members to import (See Selecting Members, p.3-25) and click **OK**. After importing the data, CIPM 99 will display a message indicating how many records were imported successfully. Click on **OK**. The import has completed successfully.

 **NOTE:** The **ODBC** (Open Database Connectivity) driver for **MS Access 97 Database** must be installed before CIPM 2000 data can be imported into CIPM 99. CIPM 99 installs the ODBC driver onto the workstation when CIPM 99 is installed. However, if the driver is missing, re-install CIPM 99 from that workstation and re-

import the CIPM 2000. Optionally, if you have MS Access 97, load it onto the workstation and Access will install the driver.

### Exporting Members (☆)

CIPM can transfer individual member or groups of members by office between CIPM 99 systems via diskette or e-mail. Use this Export Members tool to create a transportable file on diskette. This diskette can be hand carried to another CIPM 99 system or the Export File can be attached to a e-mail and sent to another command, where the recipient CIPM Counselor can import the file directly into his system (See Importing , p. 3-20). To access this tool, select *Tools\Export Members* from the menu bar. An Export Member screen will be displayed, as shown below:



Figure 37 Export Screen

To export members, click either *Select records by Name* to export individual members or *Select records by offices* to export entire offices.

#### **Export Individuals**

The Select Members screen will be displayed, as:



**Figure 38 Exporting by Member Screen**

Select the member or members to be transferred and click on *OK*. CIPM will count the number of selected members. Click *Ok*, when the message appears, “*Information: xxx-Records have been selected for Exporting. Please select output drive (A: or B) and click START button!*” CIPM will display the number of records selected again on the Export Screen. Click *Start* to continue or *Cancel* to quit. CIPM will create a file Pkzipped file, *NEWCIPM.ZIP*, on the floppy drive selected. This file contains all the selected members member’s information. This file can be attached to an e-mail letter and sent to the new command or the diskette sent to the new command. Click *Ok*, when the message appears, “*INFORMATION: xxx-Records Exported Successfully.*” Remove the diskette and label it.



**NOTE:** Exporting a member does not remove his/her information from your CIPM database. It simply copies the information. To remove the member, you must delete them using the Browse CIPM screen.

### **Export Offices**

The Select Office screen will be displayed, as:

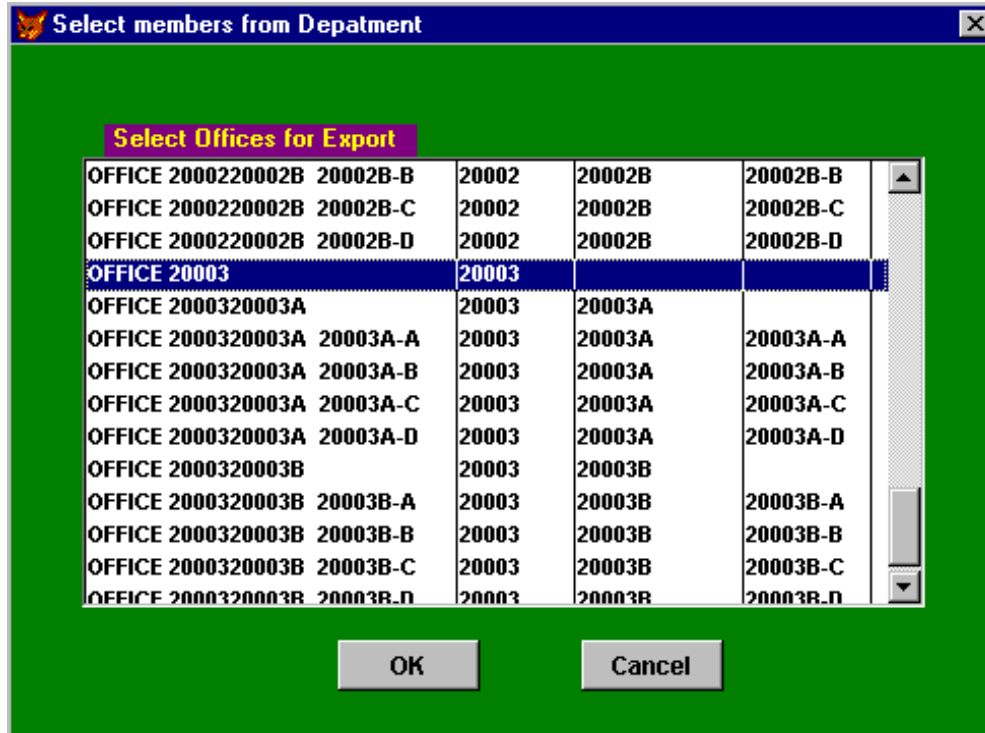


Figure 39 Export by Offices Screen

Select the office or offices to be transferred and click on *OK* and follow the directions for exporting members (See above section, Export Individuals).

After exporting, click *Cancel* on the Export Member screen to clear the screen.



### Introduction/Overview

All CIPM registered counselors have access to all Counselor Functions (See Table 2 SysAdmin and Counselor Functions, p. 3-1). This chapter describes these Counselor Functions, e.g. maintaining CIPM records, managing interviews and printing worksheets and reports.

The CIPM security system controls a counselor's access to member's data. When a counselor logs onto CIPM, CIPM will check the counselor's security level. CIPM will create a view of all members who are in his/her office and all sub-offices below his/her office plus all members that have been explicitly assigned to the counselor. For example, a department level counselor will have access to all his department members' records plus all its divisions' records plus any member in any office that has been assigned to this counselor. Once the counselor has logged into CIPM successfully, the counselor can view, change, list, report, create worksheets and prepare interviews for these members.

The User Functions are a set of screens, worksheets report and tools that support every day business operations for U.S. Navy Career Counselors.

### CIPM Records

CIPM has been designed for three types of users: Tickler, ASVAB or Full CIPM Users. Since each type of user requires different views of member's records, CIPM has different screens for each type (See Tickler , ASVAB and Input – CIPM Records below). Each screen permits a counselor to list, view, create, delete and correct member's records, each with different fielding. Additionally, CIPM has a quick access screen for inputting member's data with complete member record fielding. The following section describes these four types of screens.

A member's record has many fields. The member input screen groups these fields into pages with labeled tabs. Page 1, labeled *BASIC*, contains demographic data, pages 2-7 contain other groups of data and are labeled as *Dependents*, *Retention*, *Interview*, *Scores*, *Education* and *Evaluation*. Fill in the pages with the information that you want to retain. The more data you enter, the more function CIPM can help you with. For example, if you add the ASVAB Scores, CIPM can print ASVAB Worksheets for the member. Adding dates in the Interview Page will allow you the schedule interviews.

#### ***Input – Add Members***

To manually add a complete record for a new member, select *Inputs\Add Records* from the menu bar. A partially filled-in member's record will be displayed, as shown below:

#### ***Page 1 Basic Data***

| Data Label   | Content  |
|--------------|--|
| Branch       | Branch of service member (USN,...USNR)   |
| City         | City of member's residence, e.g. Virginia Beach. Max 15-characters.  |
| Citz Country | Country of Citizenship (US). Max 2-characters.   |
| Clearance    | Security Clearance: S = Secret, TS = Top Secret, C= Confidential   |
| Counselor    | Assigned counselor. (Optional).  |
| Ethnic Code  | Ethnic Code:<br>I = American Native,<br>A = Asian,<br>B = Black,<br>C = Caucasian,<br>H = Hispanic,<br>O = Other                                     |
| Hearing OK?  | Adequate Hearing? Enter: Y or N.   |
| Home Phone   | Home phone of service member. Max 20-characters.   |
| NAME         | NAME of Service member. Enter: <u>Last Name, First Name MI</u> . Max 25-chars.   |
| Office       | Member's office.   |
| Paygrade     | Paygrade Enter: 1..9   |
| Rate         | Rating (Navy job classification for enlisted personnel) of member or career counselor. For example an:<br>AB rating means the sailor is qualified as |

| Data Label    | Content  |
|---------------|--|
|               | an aviation boatswain's mate, AD for aviation machinist mate, ... Max 10-characters.                                       |
| Sex           | Gender of service member Enter: M or F.  |
| SSN           | Social Security Number. Required. Enter 9 digits.<br>Format 999-99-9999  |
| State         | State of member's residence, e.g. TX, VA. 2-characters.  |
| Status        | Member's status Enter: 1 = Projected Gain, 2 = Onboard, 3 = Limdu, 4 = Transferred, 5 = Discharged, 6 = Dead, 7 = Deserter |
| Street        | Street address of member's residence, e.g. 7272 Saranac St Apt 26. Max 25-characters.                                      |
| TAR           | TAR – Enter Y, if member is a TAR. N, Otherwise.   |
| Vision 20/20? | 20/20 Vision w/Correction? Enter: Y or N.  |
| Vision Clear? | Color Vision? Enter: Y or N.   |
| Warfare Dsgn  | Warfare Designation:<br>AW-Air Warfare<br>SW-Surface Warfare<br>SS-Subsurface Warfare                                      |
| Work Phone    | Work phone of service member. Max 20-characters.   |
| Zip           | Zip code of member's residence. 5-digits, e.g. 78412   |



**Figure 40 CIPM Input Record Screen – Page 1 Basic Data**

To add a member's record, enter the information in the fields according to the field description. Once the information has been entered, click *Save*. CIPM will add the member. Otherwise, click on *Revert* to discard the new member.



You must enter a unique SSN. CIPM will not let you enter a second record for the same person, i.e. a duplicate SSN.

The following are the screens for pages 2-7 along with their field descriptions:

**Page 2 Dependents**

| Data Label    | Content  |
|---------------|--|
| Date Filed    | Date Dependent Care Certificate was filed. Enter: YYYY/MM/DD. Otherwise, leave blank.                |
| Dep Address   | Address of Dependents. Enter: SAME or DIFF   |
| Dep Care Req? | Dependency Care Required? Enter: Y or N.   |
| Dep Location  | Location Code for Dependents (See Transman Chpt. 25). Max 3-chars..                                  |
| EFM Date      | Exceptional Family Member Certificate Filed on this date. Enter: YYYY/MM/DD. Otherwise, leave blank. |
| Enrolled in   | Exceptional Family Member. One character.  |

| Data Label    | Content   |
|---------------|---|
| EFM?          | Y=yes or N=No.  |
| Hg Loc Code   | Location Code of Household Goods (See Transman Chpt. 25). Max 3-characters. |
| Marital Stat. | Marital status of service member. M = Married, S = Single                   |
| Mil Spouse?   | Is spouse in the military? Enter: Y or N.                                   |
| No of Deps    | Number of dependents. Enter 0-9.  |
| Remarks:      | Misc. remarks about Basic Data. Max 70-characters per remark.               |

Figure 41 CIPM Input Screen - Page 2 Dependents

**Page 3 Retention**

| Data Label    | Content   |
|---------------|---|
| CNO Quest     | Date CNO Questionnaire was completed. Enter: YYYY/MM/DD for the date. Otherwise, leave blank. |
| DD1306/63     | Date of Duty Preference Form completed. Enter: YYYY/MM/DD. Otherwise, leave blank.            |
| DD2586        | Date DD2568 was filed. Enter: YYYY/MM/DD. Otherwise, leave blank.                             |
| DD2648        | Date DD2648 was filed. Enter: YYYY/MM/DD. Otherwise, leave blank.                             |
| DOR E2-E9     | Date of Rate for E2,E3,...,E9. Enter: YYYY/MM/DD. Otherwise, leave blank.                     |
| ENCORE Sent?  | Has the ENCORE request be sent in? Enter a check mark (✓) for Yes. Otherwise, leave blank.    |
| Ext Mos(+)    | Number of months pending on this enlistment. Range 0-99.                                      |
| Extension     | Number of Extensions on this Contract. Range 1-9.   |
| Final Action? | Member's Final Disposition: D = Discharged, E = Extended, F = Fleet Res, R = Reenlist         |
| Guard Elig?   | Eligible for Guard? Enter a check mark (✓) for Yes. Otherwise, leave blank.                   |
| Intention     | Member's Reenlistment Intention: E = Extend for orders, F = Fleet Reserves, K =               |

| Data Label  | Content   |
|-------------|---|
|             | Unknown, P = Extend at Present Command and/or to PRD, R = Reenlist, S = Separate. U = Undecided |
| Next Assgmt | Station to be transferred to. Max 30-characters.  |
| Orders      | Information on Transfer Orders. Max 35-characters.  |
| PEBD        | Pay Entry Base Date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.                    |
| PG13        | Pay Entry Base Date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.                    |
| Program     | Reenlistment Programs Available. Max 10-characters.   |
| Reason for  | Reason for Reenlistment Extension. Max 25-characters.   |
| Remarks     | Misc. remarks about Retention Data. Max 70-characters per remark.                               |
| Retain?     | Recommended for Retention? Enter a check mark (✓) for Yes. Otherwise, leave blank.              |
| Reup Dte    | Date of Reenlistment. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.                   |
| Reup Yr(+)  | Number of years of Reenlistment. Range 0-9.   |

| Data Label  | Content   |
|-------------|---|
| ReupC RE-   | Reup Code at Discharge Date. Max 2-characters                               |
| TAP Class   | Date member completed TAP class. Enter: YYYY/MM/DD. Otherwise, leave blank. |
| Term        | Term of Enlistment. Enter:<br>1 = First,<br>2 = Second,<br>C = Career.      |
| Term Elg(=) | Terminal Eligibility Date. (Calculated) YYYY/MM/DD. Otherwise, leave blank. |

| Data Label         | Content  |
|--------------------|--|
| TIR E2-E9          | Date of Time-in-Rate for E2,E3,...,E9. Enter: YYYY/MM/DD for the date. Otherwise, leave blank. |
| TIR Elg            | Date Eligible for Advancement. Enter: YYYY/MM/DD. Otherwise, leave blank.                      |
| Transfer Complete? | Has transfer been completed? Enter a check mark (✓) for Yes. Otherwise, leave blank.           |

Figure 42 CIPM Input Screen - Page 3 Retention

## Page 4 Interviews

Add New Member

Basic
Dependents
Retention
Interview
Scores
Education
Evaluation

### Interview Data

| Events       | Dates |
|--------------|-------|
| Birthday     | ..    |
| ADSD         | ..    |
| On Board     | ..    |
| PRD          | ..    |
| EAOS         | ..    |
| Sep/Ret Date | ..    |

Remarks:

| Interviews   | Due date | Completed |
|--------------|----------|-----------|
| Rpt on Board | -ERROR-- | ..        |
| Annual       | -ERROR-- | ..        |
| Retention    | -ERROR-- | ..        |
| Incentive    | -ERROR-- | ..        |
| 12 th Yr     | -ERROR-- | ..        |
| 17 th Yr     | -ERROR-- | ..        |
| Pre-Ret/Sep  | -ERROR-- | ..        |
| TAP          | -ERROR-- | ..        |
| Transfer     | -ERROR-- | ..        |

HELP

Save Revert Exit

| Data Label | Content  |
|------------|--|
| 12 th Yr   | Twelfth Year Careerist Interview DATE (ADSD + 12 yrs) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview date. Otherwise, leave blank.    |
| 17 th Yr   | Seventeenth Year Careerist Interview DATE (ADSD +17 yrs) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview date. Otherwise, leave blank. |
| ADSD       | Active Duty Service Date. Enter: YYYY/MM/DD. Otherwise, leave blank.   |

| Data Label | Content  |
|------------|--|
| Annual     | Annual Interview Date (Birthday) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview date. Otherwise, leave blank. |
| Birthday   | Member's Date of Birth. Enter: YYYY/MM/DD.   |
| EAOS       | Active Duty Obligation Expiration Date. Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| Incentive  | Incentive Programs Interview DATE- First Term (11 months prior to EAOS) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter:                           |

| Data Label            | Content  |
|-----------------------|--|
|                       | YYYY/MM/DD of the actual interview date. Otherwise, leave blank.   |
| <b>On Board</b>       | Date Reported to Command. Enter: YYYY/MM/DD when expected. Correct date on arrival.  |
| <b>PRD</b>            | Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.  |
| <b>Pre-Ret/Sep</b>    | Pre-Retirement/Separation Interview DATE (within 6 months of retirement/separation) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank. |
| <b>Remarks:</b>       | Miscellaneous remarks about the interviews. Max 70-characters. Otherwise, leave blank.   |
| <b>Retention</b>      | Retention Interview DATE – First Term (ADSD + 18 months) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank.                            |
| <b>Rpt on Onboard</b> | Reporting Aboard Interview Date (30 days after reporting onboard) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11.  |
| <b>Sep/Ret Date</b>   | Active Duty Separation Date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.   |
| <b>TAP</b>            | Transition Assistance Program Interview (within 6 months of retirement/separation). Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank.   |
| <b>Transfer</b>       | Transfer Interview DATE (within 6 months of PRD) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank.                                    |

**Figure 43 CIPM Input Screen - Page 4 Interviews**

## *Closing Interviews*

This screen provides an alternate method for entering the interview completion dates (See Section Add or Change a Tickler Record, p.4-45, for a more efficient method.) Once the interview has been completed, update the member's CIPM record with the date that the interview was given. Save the changes. Repeat for each completed interviewee.

## **Page 5 ASVAB Scores**

**Add New Member**

Basic Dependents Retention Interview **Scores** Education Evaluation

"A" School Qualifications **ASVAB Scores**

Member: Paygrade E 5 Gender ☒ M ☐ F ADSD ..

Scores:

Version AFQT Mil Rank: E 0  
Date PROF PARS: E 0

Scores 5 GS 0 AR 0 WK 0 SI 0 NO 0 GI 0  
AD 0 SP 0 MK 0 MC 0 EI 0 AI 0

Scores 13 GS 0 AR 0 WK 0 PC 0 NO 0 CS 0  
AS 0 MK 0 MC 0 EI 0 VE 0

Save Revert Exit

| Data Label                | Content  |
|---------------------------|--|
| "A" School Qualifications | Not used. For future use.  |
| AD                        | Attention to Detail Score, e.g. 34. Range 0-99.                            |
| ADSD                      | Active Duty Service Date. Enter: YYYY/MM/DD. Otherwise, leave blank.       |
| AFQT                      | Armed Forces Qualifying Test Score. Range 00-99                            |
| AI                        | Automotive Information Score, e.g. 34. Range 0-99.                         |
| AR                        | Arithmetic Reasoning Score, e.g. 34. Range 0-99.                           |
| AS                        | Auto/Shop Score, e.g. 34. Range 0-99.                                      |
| CS                        | Coding Speed Score, e.g. 34. Range 0-99.                                   |
| Date                      | Date ASVAB Test Taken. Enter: YYYY/MM/DD. Otherwise, leave blank.          |
| EI                        | Electronics Information Score, e.g. 34. Range 0-99.                        |
| Gender                    | Gender of service member Enter: M or F.                                    |
| GI                        | General Information Score, e.g. 34. Range 0-99.                            |
| GS                        | General Science Score, e.g. 34. Range 0-99                                 |
| MC                        | Mechanical Comprehension Score, e.g. 34.                                   |
| Mil Rank: E               | Range 0-99.  |
| MK                        | Math Knowledge Score, e.g. 34. Range 0-99.                                 |
| NO                        | Numerical Operations Score, e.g. 34. Range 0-99.                           |
| PARS: E                   | Practical Factor. Enter: 1..9  |
| Paygrade E                | Paygrade Enter: 1..9   |
| PC                        | Paragraph Comprehension Score, e.g. 34. Range 0-99.                        |
| PROF                      | Rate of Training Manual Enter: xxx-E(1..9) exp.(QMS-E4). Max 6-characters. |
| SI                        | Shop Information Score, e.g. 34. Range 0-99                                |
| SP                        | Special Perception Score, e.g. 34. Range 0-99.                             |
| VE                        | Verbal Expression Score, e.g. 34. Range 0-99.                              |
| Version                   | Version of ASVAB Test Taken. Max 3-characters.                             |
| WK                        | Word Knowledge Score, e.g. 34. Range 0-99.                                 |

Figure 44 CIPM Input Screen - Page 5 ASVAB Scores

(See section Add or Change an ASVAB Record, p.4-49 for more information.)

**Page 6 Education**

| Data Label  | Content  |
|-------------|--|
| 3MQ?        | 3M Qualified? Enter a check mark (√) for Yes. Otherwise, leave blank.  |
| AWD PTS     | Award Points Earned Towards Exam. Range 00-99.   |
| AWQ Date    | Date of Air Warfare Qualification completed. Enter: YYYY/MM/DD. Otherwise, leave blank.  |
| CITC        | CITC – Career Information Training Course: Enter the date that the member attended the CITC course, as 2001.03.15. Otherwise, leave blank. |
| Counselor?  | Retention team member? Enter a check mark (√) for Yes. Otherwise, leave blank.   |
| DCQ?        | Damage Control Qualified? Enter a check mark (√) for Yes. Otherwise, leave blank.  |
| Educ Level  | Educational Background: HSG,NHS,GED,13,14,15,16,16+  |
| Exam Rate   | Rate of Exam. Max 15 characters. Note: Blank except when changing rating.  |
| Indoc       | Indoctrination completion date. Enter YYYY/MM/DD. Otherwise, leave blank.  |
| Lost Time   | Days Lost Thru Unauthorized Absence (Adjusts EAOS). Max 8-characters.  |
| Mil Lead?   | Rank of Leadership Exam Passed. Enter: 1..9  |
| Mil School? | Type 'A' School Attended Enter: A,B,C or 0 (zero) = none.  |
| Navy Lead?  | Navy Leadership? (NLDP or LMET) Enter a check mark (√) for Yes. Otherwise, leave blank.  |

| Data Label   | Content   |
|--------------|---|
| NRR          | Date NRR (Naval Rights and Responsibilities Training received. Enter YYYY/MM/DD for the date. Otherwise, leave blank. |
| Off Duty Ed? | Was highest level of education obtained while in the service? Enter a check mark (√) for Yes. Otherwise, leave blank. |
| Other QI Dte | Date of Other Qualification. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.                                  |
| Other Qual   | Other Qualification. Max 2-characters.  |
| PFQ?         | Physical Test Passed? Enter a check mark (√) for Yes. Otherwise, leave blank.   |
| PNA          | Pass/Not Advanced Points. Range 0-9999999.  |
| PNEC         | Primary Enlistment Class Code. Max 4-characters.  |
| Remarks:     | Misc. remarks about Educational Data. Max 70-characters.  |
| S/S PTS      | Passing S/S Points. Max 2-characters.   |
| SH/SDCD      | Commencement Date of Sea/Shore Duty. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.                          |
| SI Score     | Shop Information Score, e.g. 34. Range 0-99.  |
| SNEC         | Secondary Enlistment Class Code. Max 4-characters.  |
| SQW Date     | Date of Sea Warfare Qualification. Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| Swim Class?  | Swimmer Class. Enter: 1, 2, or 3.   |

Figure 45 CIPM Input Screen - Page 6 Education

## Page 7 Evaluations

| Basic                | Dependents | Retention            | Interview            | Scores               | Education            | Evaluation           |                      |                      |                      |
|----------------------|------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Evaluations</b>   |            |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Eval Date</b>     |            | <b>33</b>            | <b>34</b>            | <b>35</b>            | <b>36</b>            | <b>37</b>            | <b>38</b>            | <b>39</b>            | <b>Recommend:</b>    |
| <input type="text"/> |            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> |            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> |            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <b>Remarks:</b>      |            |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/> |            |                      |                      |                      |                      |                      |                      |                      |                      |

| Data Label        | Content   |
|-------------------|---|
| <b>Eval Date</b>  | Date of Evaluation. Enter: YYYY/MM/DD. Otherwise, leave blank.  |
| <b>Recommend:</b> | Recommend for Advancement? Enter: Y or N.   |
| <b>Remarks:</b>   | Misc. remarks about Evaluation Data. Max 70-characters.   |
| <b>33</b>         | 33. Evaluation Points: Professional Knowledge: Technical Knowledge and practical application. Range 1-5.<br>1.0 Below Standards<br>2.0 Progressing<br>3.0 Meets Standards<br>4.0 Above Standards<br>5.0 Greatly Exceeds Standards |
| <b>34</b>         | 34. Evaluation Points: Quality of Work: Standard of work: value of end product. Range 1-5.<br>1.0 Below Standards<br>2.0 Progressing<br>3.0 Meets Standards<br>4.0 Above Standards<br>5.0 Greatly Exceeds Standards               |
| <b>35</b>         | 35. Evaluation Points: Equal Opportunity; Fairness, respect for human worth. Range 1-5.<br>1.0 Below Standards<br>2.0 Progressing<br>3.0 Meets Standards<br>4.0 Above Standards<br>5.0 Greatly Exceeds Standards                  |
| <b>36</b>         | 36. Evaluation Points: Military Bearing/Character: Appearance, conduct,   |

| Data Label | Content   |
|------------|---|
|            | physical fitness, adherence to Navy Core Values. Range 1-5.<br>1.0 Below Standards<br>2.0 Progressing<br>3.0 Meets Standards<br>4.0 Above Standards<br>5.0 Greatly Exceeds Standards  |
| <b>37</b>  | 37. Evaluation Points: Personal Job Accomplishment/Initiative: Responsibility, quality of work. Range 1-5.<br>1.0 Below Standards<br>2.0 Progressing<br>3.0 Meets Standards<br>4.0 Above Standards<br>5.0 Greatly Exceeds Standards                           |
| <b>38</b>  | 38. Evaluation Points: Teamwork: Contributions to team building and team results. Range 1-5.<br>1.0 Below Standards<br>2.0 Progressing<br>3.0 Meets Standards<br>4.0 Above Standards<br>5.0 Greatly Exceeds Standards   |
| <b>39</b>  | 39. Evaluation Points: Leadership: (Optional for E1-E3) Organizing, motivating and developing others to accomplish goals. Range 1-5.<br>1.0 Below Standards<br>2.0 Progressing<br>3.0 Meets Standards<br>4.0 Above Standards<br>5.0 Greatly Exceeds Standards |

Figure 46 CIPM Input Screen - Page 7 Evaluations



CIPM can store three years of EVALS, one row per year. Enter the date of the EVAL. On the same row enter the member's EVALS. The top row is usually the oldest EVAL and the bottom row, the most current.

### ***Input – CIPM Records***

You can add members, change member's information and delete members no longer needed with this function. The following section describes the procedures to add, edit and delete members records. (Note: CIPM provides short cuts to adding records: the Add Record above and the Import functions in the System Administration chapter.)

To access full view member records, select *Inputs\CIPM* from the menu bar. A member list will be displayed, as shown below:

The screenshot shows the 'Browse CIPM' window. At the top, there are six tabs: 'Personal-1', 'Personal-2', 'Retention', 'Interview', 'Education-1', and 'Education-2'. The 'Personal-1' tab is selected. Below the tabs is a table with the following columns: Name, Rate, SSn, Commander, Dept, Division, and Phone. The table contains 14 rows of member data. At the bottom of the window, there is a green panel with several controls: a 'Sort by column' button, a 'Sort by column' dropdown menu, a 'More...' button, a 'List' button, a 'delete' button, and a 'Help' icon.

| Name                   | Rate | SSn         | Commander    | Dept | Division | Phone |
|------------------------|------|-------------|--------------|------|----------|-------|
| ACKROYD, DAN D.        | MM2  | 601-11-9999 | TIM STEMPTON | AVM  | ADSVCS   | 5553  |
| ACOSTA, HO             | BT3  | 639-81-5457 | TIM STEMPTON | AVM  | ADSVCS   | 7639  |
| ADAMS, ERNEST          | ETCM | 814-48-8681 | TIM STEMPTON | AVM  | ADSVCS   | 6861  |
| ADSIDE, LAWRENCE       | ABH1 | 640-45-0859 | TIM STEMPTON | AVM  | ADSVCS   | 0708  |
| AIKEN, JAMES E.        | AN   | 602-15-3384 | TIM STEMPTON | AVM  | ADSVCS   | 8576  |
| AIKEN, JAMES E.        | AN   | 641-15-3384 | TIM STEMPTON | AVM  | ADSVCS   | 0251  |
| AIKINSON, TORRANCE E.  | FN   | 619-31-1008 | TIM STEMPTON | AVM  | ADSVCS   | 4490  |
| ALBRECHT, HO           |      | 856-04-4806 | TIM STEMPTON | AVM  | ADSVCS   | 6229  |
| ALCANIARA, ARNEL S.    | GSE  | 603-73-7365 | TIM STEMPTON | AVM  | ADSVCS   | 6074  |
| ALCANTARA, ARNEL S.    | GSE1 | 642-73-7365 | TIM STEMPTON | AVM  | ADSVCS   | 9430  |
| ALMESTICA, RICHARD DBM |      | 607-19-3541 | TIM STEMPTON | AVM  | ADSVCS   | 9526  |

(See Browse Form, p. 2-8 for more information.)

**Figure 47 Browse Members Screen**

### ***List/View Members***

The Browse Members screen has six views of member data: *Personal-1*, *Personal-2*, *Retention*, *Interview*, *Education-1* and *Education-2*. To change the view, click on one of the six tab labels. Each page has seven information fields. You can sort



on any column in either ascending or descending order using the *Sort by Column* and/or *Ascending/Descending* controls.

To list members, select a view, sort the records, select the records and click *List*. From the popup list, select *Browse* or *Printer*. *Browse* will present a scrollable list of the selected members. *Printer* will print a list of selected members to the default printer.

### Delete a Member

To delete one or more members, select the member(s) from the list and click *Delete*. A confirmation message will be displayed, “*There are(is) 1-records to be deleted. Are you sure you want to delete them(it)?*”. Click *Yes* to continue or *No* to cancel the deletion.

### Add or Change a Member’s Record

To add a new member or edit a member’s record, select a member from the list and click *More*. The member’s record will be displayed as:

**Edit CIPM - SSN: 810-94-7438 CARTER, CHARLES**

**Basic** | Dependents | Retention | Interview | Scores | Education | Evaluation

**Name** CARTER, JOHN

**SSN** 810-94-7438

**Rate** ATC

**Sex** ☒ M ☐ F

**Citz Country** Y

**Paygrade** E 7

**Branch** USR

**Warfare Dsgn** Surface Warf

**Ethnic Code** Caucasian

**Clearance** Top Secret

**TAR** ☐ Y ☒ N

**Hearing OK?** ☐ Y ☒ N

**Vision Clear?** ☐ Y ☒ N

**Vision 20/20 ?** ☐ Y ☒ N

**Street** 1342 PINEY MEADOW PL

**City** CORPUS CHRISTI

**State** TX **Zip** 78412

**Office** Emergency Services

**Counselor** SYSADMIN

**Work Phone** 5732

**Home Phone** PHO-5515

**Buttons:** Save Revert Exit

**Figure 48 Member’s Edit Screen**

To add a member’s record, click *Add* (the *Save* button is initially labeled *ADD*) and fill in the information. To correct information, click *Edit* (the *Revert* button is initially labeled *Edit*) and edit the data (See CIPM Records, p. 4-33 for complete fielding definitions).

Once the information has been entered, click *Save*. If you are adding a new member, CIPM will create the new member's record. If you are editing, CIPM will make the changes permanent. Otherwise, click on *Revert* to discard the new member or your changes.

### Tickler Records

The Tickler Dates function is a specialized CIPM function used by counselors who want quick access to a member's key career and interview dates, as when using the tickler system. You can add members, delete members and edit member's dates with this function. Additionally, this function will print Interview worksheets for selected members.

#### *Input – Tickler Dates*

To access member tickler dates, select *Inputs\Tickler Dates* from the menu bar. A member list will be displayed, as shown below:

The screenshot shows a window titled "Browse Tickler Dates" with a table of member data. The table has columns for Name, Rate, Birth, Onboard, ADSD, PRD, and EAOS. Below the table are buttons for sorting (Ascending, Descending), a "Sort by column" button, a "More ..." button, a "List" button, a "delete" button, and a "Print Worksheet" button.

| Name              | Rate | Birth      | Onboard    | ADSD       | PRD        | EAOS       |
|-------------------|------|------------|------------|------------|------------|------------|
| ABANO ROMEO       | PNC  | ..         | 1996.03.14 | 1983.06.20 | 1999.03.01 | 2000.03.13 |
| ABARIENTOS, RIZAL | MS2  | ..         | ..         | ..         | ..         | ..         |
| ABARIENTOS, RIZAL | MS2  | ..         | ..         | ..         | ..         | ..         |
| ABARIENTOS, RIZAL | MS2  | 1976.04.28 | 1996.08.02 | 1995.12.26 | 1999.07.01 | 1999.12.25 |
| ABARIENTOS, RIZAL | MS2  | 1957.09.02 | 1997.06.15 | 1979.05.17 | 1999.05.01 | 1999.05.01 |
| ABBOTT, CYTHINA   | AO1  | 1972.02.02 | 1997.11.30 | 1992.04.23 | 2001.05.01 | 1999.10.22 |
| ACEVEDO, LESTER   | FN   | 1968.01.29 | 1996.10.03 | 1987.02.06 | 1999.10.01 | 2003.01.04 |
| ACKLEY KENNE      | AZC  | ..         | ..         | 1975.07.15 | 2000.01.01 | 1999.02.18 |
| ACOSTA HECTO      | AK2  | ..         | 1996.08.12 | 1989.02.22 | 2000.08.01 | 1996.12.29 |
| ACQUE CHRIST      | AE3  | ..         | 1996.06.06 | 1993.03.03 | 1998.06.01 | 1997.03.02 |
| ADHLERS MICHA     | AMH2 | ..         | 1996.10.21 | 1989.05.30 | 2000.05.01 | 1999.05.26 |

(See Browse Form, p. 2-8 for more information.)

**Figure 49 Browse Tickler Dates Screen**

**List/View Tickler Dates**

The Browse Tickler Dates screen has six views of tickler dates: (career) *Events-1*, *Events-2*, *Scheduled-1* (interviews), *Scheduled-2* (interviews), *Completed-1* (interviews) and *Completed-2* (interviews). To change the view, click on one of the six tab labels. Each page has seven information fields. You can sort on any column in either ascending or descending order using the *Sort by Column* and/or *Ascending/Descending* controls.

To list tickler dates, select a view, sort the records, select the records and click *List*. From the popup list, select *Browse* or *Printer*. *Browse* will present a scrollable list of the selected member tickler dates. *Printer* will print the list to the default printer.

**Print Interview Worksheet**

You can print individual interview worksheet for any of the nine interviews for any member using the *Print Worksheet* button. To print a worksheet select a member from the list, click *Print Worksheet* and select one of the interviews from the list of interviews. A preview of the worksheet will be displayed. To print the worksheet, click the *Print Report* icon. Otherwise, click the *Close Preview* icon to cancel.

**Delete Tickler Records**

To delete one or more members, select the member(s) from the list and click *Delete*. A confirmation message will be displayed, “*There are(is) 1-records to be deleted. Are you sure you want to delete?*”. Click *Yes* to continue or *No* to cancel the deletion.

**Add or Change a Tickler Record**

To add a new member or edit a member’s record with Tickler Dates only, select a member from the list and click *More*. The Edit Tickler screen (see below) will be displayed as:

**Edit Tickler Dates**


**Interview Record**

Name: **CARTER, JOHN** Rate: **ATC** Dept: **AVM**

SSN : **810-94-7438** UIC : **00204** Div : **ADSVCS**

Term: **First** Offices: **Emergency Services**

| Events  | Dates             | Interviews          | Due date        | Completed  |
|---|-------------------|---------------------|-----------------|------------|
| <b>Birthday</b>                                   | <b>1959.06.10</b> | <b>Rpt on Board</b> | <b>FEB 1995</b> | <b>. .</b> |
| <b>Active Duty Service Date</b>                   | <b>1980.02.01</b> | <b>Annual</b>       | <b>JUN 1999</b> | <b>. .</b> |
| <b>Report on Board</b>                            | <b>1995.01.11</b> | <b>Retention</b>    | <b>AUG 1981</b> | <b>. .</b> |
| <b>Projected Rotation Date-PRD</b>                | <b>1999.01.01</b> | <b>Incentive</b>    | <b>-ERROR--</b> | <b>. .</b> |
| <b>Expiration Active Obligated Service (EAOS)</b> | <b>. .</b>        | <b>12 th Yr</b>     | <b>FEB 1992</b> | <b>. .</b> |
| <b>Separation/Retirement Date</b>                 | <b>. .</b>        | <b>17 th Yr</b>     | <b>FEB 1997</b> | <b>. .</b> |
|   |                   | <b>Pre-Ret/Sep</b>  | <b>-ERROR--</b> | <b>. .</b> |
|   |                   | <b>TAP</b>          | <b>-ERROR--</b> | <b>. .</b> |
|   |                   | <b>Transfer</b>     | <b>JUL 1998</b> | <b>. .</b> |

 **Save** **Revert** **Exit**

| Data Label       | Content   |
|------------------|---|
| <b>12 th Yr</b>  | Twelfth Year Careerist Interview DATE (ADSD + 12 yrs) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview date. Otherwise, leave blank.                   |
| <b>17 th Yr</b>  | Seventeenth Year Careerist Interview DATE (ADSD + 17 yrs) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview date. Otherwise, leave blank.               |
| <b>ADSD</b>      | Active Duty Service Date. Enter: YYYY/MM/DD. Otherwise, leave blank.  |
| <b>Annual</b>    | Annual Interview Date (Birthday). Enter: YYYY/MM/DD of the actual interview date. Otherwise, leave blank.   |
| <b>Birthday</b>  | Member's Date of Birth. Enter: YYYY/MM/DD.  |
| <b>Dept</b>      | Member's Department.  |
| <b>Div</b>       | Member's Division.  |
| <b>EAOS</b>      | Active Duty Obligation Expiration Date. Enter: YYYY/MM/DD. Otherwise, leave blank.  |
| <b>Incentive</b> | Incentive Programs Interview DATE- First Term (11 months prior to EAOS) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview date. Otherwise, leave blank. |
| <b>NAME</b>      | NAME of Service member. Enter: <u>Last Name, First Name MI</u> . Max 25-chars.  |
| <b>Office</b>    | Name of Member's office. Pick from list.  |
| <b>On Board</b>  | Date Reported to Command. Enter: YYYY/MM/DD when expected. Correct date   |

| Data Label            | Content  |
|-----------------------|--|
|                       | on arrival.  |
| <b>PRD</b>            | Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.  |
| <b>Pre-Ret/Sep</b>    | Pre-Retirement/Separation Interview DATE (within 6 months of retirement/separation) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank. |
| <b>Rate</b>           | Rating ( Navy job classification for enlisted personnel) of member.  |
| <b>Retention</b>      | Retention Interview DATE – First Term (ADSD + 18 months) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank.                            |
| <b>Rpt on Onboard</b> | Reporting Aboard Interview Date (30 days after reporting onboard) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11.  |
| <b>Sep/Ret Date</b>   | Active Duty Separation Date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.   |
| <b>SSN</b>            | Social Security Number. Required. Enter 9 digits. Format 999-99-9999   |
| <b>TAP</b>            | Transition Assistance Program Interview (within 6 months of retirement/separation). Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank.   |
| <b>Term</b>           | Term of Enlistment. Enter:   |

| Data Label      | Content   |
|-----------------|---|
|                 | 1 = First,<br>2 = Second,<br>C = Career.  |
| <b>Transfer</b> | Transfer Interview DATE (within 6 months of PRD) in Block 24. INTERVIEW/DATE of NAVPERS 1160/11. Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank. |
| <b>UIC</b>      | Unit Identification Code.   |

Figure 50 Edit Tickler Dates

The *Event/Events Dates* determine when the interviews are scheduled, *Due Date*. For example a Reporting Onboard event of 1995.001.11 will create a Reporting Onboard interview Due Date within 30-days (*FEB 1995*) of the Reporting Onboard event. Once the interview has been completed, enter the completed interview date in the *Completed* column for the appropriate interview.

To add a member's record, click *Add* (the *Save* button is initially labeled *ADD*) and fill in the information. To correct information, click *Edit* (the *Revert* button is initially labeled *Edit*) and edit the data.



The Event Date determines the Interview Due Date. If no Event Date is entered the Interview Due Date will display “-**ERROR**-“. If you enter an Event Date, then CIPM will schedule the Interview. For example, if you enter a Birthday of **1976.10.15** and the current year is 2002, then CIPM will schedule the member for an Annual Interview in **OCT 2002**.

Once the information has been entered, click *Save*. If you are adding a new member, CIPM will create the new member's record. If you are editing, CIPM will make the changes permanent. Otherwise, click on *Revert* to discard the new member or your changes.

## ASVAB Records

The ASVAB Scores function is a specialized CIPM function used by counselors who want quick access to member's ASVAB Scores, as when using the ASVAB Worksheet function. You can add members, delete members and edit member's dates with this function.

### *Input – ASVAB Scores*

To access member ASVAB Scores, select *Inputs\ASVAB Scores* from the menu bar. A member list will be displayed, as shown below:

| Name                  | SSN         | Dept | Rate | Pay | Sex | ADSD       |
|-----------------------|-------------|------|------|-----|-----|------------|
| ACKROYD, DAN D.       | 601-11-9999 | AVM  | MM2  | 5   | F   | 2001.11.15 |
| ACOSTA, HO            | 639-81-5457 | AVM  | BT3  | 4   | F   | 1990.06.11 |
| ADAMS, ERNEST         | 814-48-8681 | AVM  | ETCM | 9   | F   | 1972.07.11 |
| ADSIDE, LAWRENCE      | 640-45-0859 | AVM  | ABH1 | 6   | F   | 1984.06.26 |
| AIKEN, JAMES E.       | 602-15-3384 | AVM  | AN   | 3   | F   | 2002.12.15 |
| AIKEN, JAMES E.       | 641-15-3384 | AVM  | AN   | 3   | M   | 1993.12.15 |
| AIKINSON, TORRANCE E. | 619-31-1008 | AVM  | FN   | 3   | F   | 1994.10.12 |
| ALBRECHT, HO          | 856-04-4806 | AVM  |      | 5   | M   |            |
| ALCANIARA, ARNEL S.   | 603-73-7365 | AVM  | GSE  | 6   | F   | 1982.11.29 |
| ALCANTARA, ARNEL S.   | 642-73-7365 | AVM  | GSE1 | 6   | F   | 1982.11.29 |
| ALMESTICA, RICHARD D. | 607-19-3541 | AVM  | BM   | 5   | F   | 1981.09.11 |

(See Browse Form, p. 2-8 for more information.)

**Figure 51 Browse ASVAB Scores Screen**

### List/View ASVAB Scores

The Browse ASVAB Scores screen has two views of ASVAB data: *ADSD* and *Version*. To change the view, click on one of the two tab labels. Each page has seven information fields. You can sort on any column in either ascending or descending order using the *Sort by Column* and/or *Ascending/Descending* controls.

To list ASVAB records, select a view, sort the records, select the records and click *List*. From the popup list, select *Browse* or *Printer*. *Browse* will present a scrollable list of the selected member ASVAB data. *Printer* will print a list of selected dates to the default printer.

### Delete ASVAB Records

To delete one or more members, select the member(s) from the list and click *Delete*. A confirmation message will be displayed, “*There are(is) 1-records to be deleted. Are you sure you want to delete?*”. Click *Yes* to continue or *No* to cancel the deletion.

### Add or Change an ASVAB Record

To add a new member or edit a member's record with ASVAB data only, select a member from the list and click *More*. The Edit ASVAB Scores screen (below) will be displayed as:

| Data Label  | Content  |
|-------------|--|
| AD          | Attention to Detail Score, e.g. 34. Range 0-99.                      |
| ADSD        | Active Duty Service Date. Enter: YYYY/MM/DD. Otherwise, leave blank. |
| AFQT        | Armed Forces Qualifying Test Score. Range 00-99                      |
| AI          | Automotive Information Score, e.g. 34. Range 0-99.                   |
| AR          | Arithmetic Reasoning Score, e.g. 34. Range 0-99.                     |
| AS          | Auto/Shop Score, e.g. 34. Range 0-99.                                |
| CS          | Coding Speed Score, e.g. 34. Range 0-99.                             |
| Date        | Date ASVAB Test Taken. Enter: YYYY/MM/DD. Otherwise, leave blank.    |
| Dept        | Member's Department.   |
| Div         | Member's Division.   |
| EI          | Electronics Information Score, e.g. 34. Range 0-99.                  |
| Gender      | Gender of service member Enter: M or F.                              |
| GI          | General Information Score, e.g. 34. Range 0-99.                      |
| GS          | General Science Score, e.g. 34. Range 0-99                           |
| MC          | Mechanical Comprehension Score, e.g. 34. Range 0-99.                 |
| Mil Rank: E | Rank of Exam Enter: 1..9   |

| Data Label | Content  |
|------------|--|
| MK         | Math Knowledge Score, e.g. 34. Range 0-99.                                 |
| Name       | Numerical Operations Score, e.g. 34. Range 0-99.                           |
| NO         | Name of Member's office. Pick from list.                                   |
| PARS: E    | Practical Factor. Enter: 1...9   |
| Paygrade E | Paygrade Enter: 1..9   |
| PC         | Paragraph Comprehension Score, e.g. 34. Range 0-99.                        |
| PROF       | Rate of Training Manual Enter: xxx-E(1..9) exp.(QMS-E4). Max 6-characters. |
| Rate       | Rating ( Navy job classification for enlisted personnel) of member.        |
| SI         | Shop Information Score, e.g. 34. Range 0-99                                |
| SP         | Special Perception Score, e.g. 34. Range 0-99.                             |
| SSN        | Social Security Number. Enter 9 digits. Format 999-99-9999                 |
| UIC        | Unit Identification Code.  |
| VE         | Verbal Expression Score, e.g. 34. Range 0-99.                              |
| Version    | Version of ASVAB Test Taken. Max 3-characters.                             |
| WK         | Word Knowledge Score, e.g. 34. Range 0-99.                                 |

Figure 52 Edit ASVAB Record

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To add a member's record, click *Add* (the *Save* button is initially labeled *ADD*) and fill in the information. To correct information, click *Edit* (the *Revert* button is initially labeled *Edit*) and edit the data.

Once the information has been entered, click *Save*. If you are adding a new member, CIPM will create the new member's record. If you are editing, CIPM will make the changes permanent. Otherwise, click on *Revert* to discard the new member or your changes.

### NAVPERS 1160 Form

CIPM can edit and print NAVPERS 1160/11 form from CIPM member's data and the built in NAVPERS 1160 screen. The screen has four tabbed pages: one page (*Member List*) to select members and three pages of editable NAVPERS 1160 form data (*Personal Data*, *Interview History* and *Remarks*). With this screen you can print a NAVPERS 1160/11 form for one or more CIPM members. If any information is incorrect or incomplete, you can change data directly on the screen using the tabbed pages 2 through 4.

#### ***Input – NAVPERS 1160***

To print NAVPERS 1160 forms, select *Inputs\NAVPERS 1160* from the menu bar. A member list will be displayed, as shown below:

The screenshot shows a software window titled "Browse/Edit NAVPERS 1160/11". It has four tabs: "Members", "Personal", "Interviews", and "Remarks". The "Members" tab is active, displaying a table with the following columns: Name, Rate, Birth, Onboard, ADSD, PRD, and EAOS. The table contains 10 rows of member data. Below the table, there are radio buttons for "Ascending" (selected) and "Descending", and a "Sort by column" button. At the bottom of the window are buttons for "Save", "Report", and a help icon.

| Name             | Rate | Birth      | Onboard    | ADSD       | PRD        | EAOS       |
|------------------|------|------------|------------|------------|------------|------------|
| ABBA-CANADA-11   | YN   | 1968.08.01 | 2011.02.01 | 1997.05.19 | 1999.12.01 | 1997.02.12 |
| ACKROYD, DAN D.  | MM2  | . .        | 1994.03.24 | 2001.11.15 | 2001.01.01 | 2001.04.14 |
| ADAMS, ERNEST    | ETCM | 2048.08.07 | 1995.11.14 | 1972.07.11 | 1998.11.01 | 1999.11.11 |
| ALLEN, JOE M.    | ABH  | . .        | 1993.01.02 | 1992.09.17 | . .        | 1996.09.16 |
| ALLEY, JOHNNY L. | AS   | . .        | 1993.01.14 | 1992.09.21 | . .        | 1996.09.20 |
| ARP, JULIE L.    | HN   | 1974.08.07 | 1996.09.18 | 1993.07.13 | 1997.04.15 | 1997.07.13 |
| CARTER, JOHN A.  | AS   | 1966.03.25 | 1990.06.22 | 1985.10.12 | 1993.02.12 | 1992.12.14 |
| JOHN CARTER      | . .  | . .        | . .        | . .        | . .        | . .        |
| SUZUKI DAVID     | PH2  | 1972.02.08 | . .        | . .        | 1998.09.01 | 1993.07.15 |
| ZWIEG RONALD     | AD3  | . .        | 1992.11.24 | 1991.07.22 | 1997.07.01 | 1997.07.21 |

(See Browse Form, p. 2-8 for more information.)

**Figure 53 Browse NAVPERS 1160/11 Screen – Page 1 Member List**



### Print NAVPERS 1160 Form

To print a NAVPERS 1160 form select one or members from the member list on the *Members* page. Click the *Report* button. A report preview screen will display the form(s). Click on the *Printer* icon to sent the form to the printer. Otherwise, click on the *Exit* icon.

### Edit NAVPERS 1160 Data Items

To correct data found on the form, select the member's record on the *Members* page and click on one of the three pages (*Personal*, *Interview*, *Remarks*) containing the form's data. Make the appropriate changes and click *Save*. To discard your changes, click on the *Members* page and select another member without saving your changes.



You must save your changes before you print the member's form. Otherwise, the printed NAVPERS 1160 form will show incorrect data

The following are sample NAVPERS 1160 Screen pages 2-4 and their field definitions.

### Page 2 Personal - NAVPERS 1160

| Browse/Edit NAVPERS 1160/11  |  |  |            |
|--|--|--|------------|
| Members  |  | Personal   | Interviews |
| <b>1. Name</b> ABBA-CANADA-11<br><b>2. Home Address</b> 12 SPID RD<br>(City, State, ZIP) C.C tx 74121<br><b>3. SSN</b> 111-11-0011<br><b>4. NEC</b><br><b>5. UIC/DEPT/DIV</b> Emergency Services |  | <b>6. Date of Birth</b> 1968.08.01<br><b>7. Rate</b> YN<br><b>8. Branch/</b> USN<br><b>Clearance</b><br><b>9. Date Reported</b> 2011.02.01 |            |
| <b>10. Marital Status</b> Single<br><b>Nodep</b> 0<br><b>11. Education Completed</b> GED   |  | <b>12. Navy Schools Completed</b><br><b>13. College,...</b><br><b>14. Civ. Occupation</b>  |            |
| <b>15. EAOS</b> 1997.02.12<br><b>16. PRD</b> 1999.12.01<br><b>17. ADSD</b> 1997.05.19<br><b>20. CLEP</b>   |  | <b>18. PEDB</b> 1996.06.01<br><b>19. SHDCD</b> 1996.02.19  |            |

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| Data Label                     | Content   |
|--------------------------------|---|
| <b>1. Name</b>                 | NAME of Service member. Enter: Last Name, First Name MI. Max 25-characters.                               |
| <b>2. Home Address</b>         | Home Street address of member's residence, e.g. 7272 Saranac St Apt 26                                    |
| <b>(City, State, ZIP)</b>      | Home Address (City, State, ZIP) in NAVPERS 1160/11, e.g. Virginia Beach, VA 23464                         |
| <b>3. SSN</b>                  | Member's Social Security Number.  |
| <b>4. NEC</b>                  | Primary Enlistment Class Code. Max 4-characters.  |
| <b>5. UIC/DEPT/DIV</b>         | Member's Activity's Name including member's Unit Identification Code, Department and Division.            |
| <b>6. Date of Birth</b>        | Member's date of birth. YYYY/MM/DD format.  |
| <b>7. Rate</b>                 | Rating(Navy job classification for enlisted personnel) of member.   |
| <b>8. Branch/Clearance</b>     | Branch of service member (USN,...USNR)<br>Security Clearance: S = Secret, TS = Top Secret, C=Confidential |
| <b>9. Date Reported</b>        | Date Reported to Command.<br>Enter: YYYY/MM/DD when expected.<br>Correct date on arrival.                 |
| <b>10. Marital Status</b>      | Marital status of service member. M = Married, S = Single   |
| <b>Nodep</b>                   | Number of dependents. Enter 0-9.  |
| <b>11. Education Completed</b> | Educational Background:<br>HS, GED, BS, AS, MS  |
| <b>12. Navy</b>                | NAVY SCHOOL (S) COMPLETED in  |

| Data Label                 | Content   |
|----------------------------|---|
| <b>Schools Completed</b>   | Block 12 of NAVPERS 1160/11, e.g. SEALS TRAINING. Max 30-characters.  |
| <b>13. College,...</b>     | Name of college attended.. Max 30-chars.  |
| <b>14. Civ. Occupation</b> | Block: 14. Civilian Occupation in NAVPERS 1160/11: e.g. Admin, Medical, Law Enforcement, ... Max 20-characters.                   |
| <b>15. EAOS</b>            | Active Duty Obligation Expiration Date.<br>Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| <b>16. PRD</b>             | Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank. |
| <b>17. ADSD</b>            | Active Duty Service Date.<br>Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| <b>18. PEBD</b>            | Pay Entry Base Date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.  |
| <b>19. SHDCD</b>           | Commencement Date of Sea/Shore Duty.<br>Enter: YYYY/MM/DD for the date. Otherwise, leave blank.                                   |
| <b>20. CLEP</b>            | Block: 20. CLEP Areas Completed in NAVPERS 1160/11: e.g. English, Math, Science,... Max 30-characters.                            |

**Figure 54 Edit NAVPERS 1160/11 Screen – Page 2 Personal Data**

### ***Page 3 Interviews - NAVPERS 1160***

**Browse/Edit NAVPERS 1160/11**

**Members**      **Personal**      **Interviews**      **Remarks**

**21. Date Last DUPREF Submitted** 1990.03.25

**22. ASVAB Score**

| AFQT | GS | AR | WK | PC | NO | CS | AS | MK | MC | EI | VE |
|------|----|----|----|----|----|----|----|----|----|----|----|
| 64   | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 |

**23. Career Intention** Undecided

**24. Interviews**

| Activity              | Counselor  | Completed |            |
|-----------------------|------------|-----------|------------|
| <b>A. Reporting</b>   | USS Inchon | Jones     | 1995.10.12 |
| <b>C. Retention</b>   | USS Inchon | Jones     | 1995.10.13 |
| <b>D. Incentive</b>   | USS Inchon | Jones     | 1995.10.14 |
| <b>E. 8-12 Yr</b>     |            |           |            |
| <b>F. 17 Yr</b>       | CNATRA     | Thomas    | 1995.10.15 |
| <b>G. Pre-Ret/Sep</b> | CNATRA     | Thomas    | 1995.10.16 |
| <b>H. Annual</b>      | USS Inchon | Jones     | 1995.10.17 |
| <b>J. TAP</b>         | CNATRA     | Thomas    | 1995.10.18 |
| <b>K. Transfer</b>    | CNET       | Carter    | 1995.10.19 |

**Save**      **Report**

| Data Label                            | Content  |
|---------------------------------------|--|
| <b>21. Date Last DUPREF Submitted</b> | Date of Duty Preference Form completed. Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| <b>22. ASVAB Scores: AFQT</b>         | Armed Forces Qualifying Test Score. Range 00-99.   |
| <b>23. Career Intention</b>           | Member's Reenlistment Intention:<br>D = Discharge<br>E = Extend<br>F = Fleet Res<br>P = Present Command Extension<br>R = Reenlist<br>U = Undecided   |
| <b>24. Interviews Activity</b>        | Name of the ACTIVITY/COMMAND who preformed the interview (A. Reporting On Board, C. Retention, D. Incentive, E. 8-12 Year, F. 17 Year, G. Pre-Retirement/Separation, H. Annual, J. TAP, K. Transfer). Otherwise, leave blank. Max 10-characters. |
| <b>AR</b>                             | Arithmetic Reasoning Score, e.g. 34. Range 0-99.   |
| <b>AS</b>                             | Auto/Shop Score, e.g. 34. Range 0-99.  |
| <b>Completed</b>                      | Date the interview was preformed (A. Reporting On Board, C. Retention, D.  |

| Data Label       | Content   |
|------------------|---|
|                  | Incentive, E. 8-12 Year, F. 17 Year, G. Pre-Retirement/Separation, H. Annual, J. TAP, K. Transfer). Enter: YYYY/MM/DD of the actual interview. Otherwise, leave blank.  |
| <b>Counselor</b> | Name of the Counselor who preformed the interview (A. Reporting On Board, C. Retention, D. Incentive, E. 8-12 Year, F. 17 Year, G. Pre-Retirement/Separation, H. Annual, J. TAP, K. Transfer). Otherwise, leave blank. Max 10-characters. |
| <b>CS</b>        | Coding Speed Score, e.g. 34. Range 0-99.  |
| <b>EI</b>        | Electronics Information Score, e.g. 34. Range 0-99.   |
| <b>GS</b>        | General Science Score, e.g. 34. Range 0-99.   |
| <b>MC</b>        | Mechanical Comprehension Score, e.g. 34. Range 0-99.  |
| <b>MK</b>        | Math Knowledge Score, e.g. 34. Range 0-99.  |
| <b>NO</b>        | Numerical Operations Score, e.g. 34. Range 0-99.  |
| <b>PC</b>        | Paragraph Comprehension Score, e.g. 34. Range 0-99.   |
| <b>VE</b>        | Verbal Expression Score, e.g. 34. Range 0-99.   |
| <b>WK</b>        | Word Knowledge Score, e.g. 34. Range 0-99.  |

Figure 55 Edit NAVPERS 1160/11 Screen – Page 3 Interview Data

**Page 4 Remarks - NAVPERS 1160**

| Data Label                           | Content   |
|--------------------------------------|---|
| <b>Final Status</b>                  | Block: Final Status in NAVPERS 1160/11:<br>Final address of member's residence, e.g.<br>7272 Saranac St Apt 26, Virginia Beach, VA<br>23464. Max 40-characters. |
| <b>Intended<br/>Home<br/>Address</b> | Block: Intended Home Address in<br>NAVPERS 1160/11: 7272 Saranac St Apt<br>26, Virginia Beach, VA 23464. Max 40-<br>characters.                                 |
| <b>Permanent<br/>Home</b>            | Block: Permanent Home Address (Street and<br>Number, City, State, Telephone No.) in   |

| Data Label                       | Content   |
|----------------------------------|---|
| <b>Address</b>                   | NAVPERS 1160/11, e.g. 7272 Saranac St<br>Apt 26, Virginia Beach, VA 23464. Max 40-<br>characters. |
| <b>Reenlistment<br/>Code RE-</b> | Reup Code at Discharge Date. Max 2-<br>characters.  |
| <b>Remarks</b>                   | Remarks Block in NAVPERS 1160/11, page<br>2. Memo field. No practical limit on size.              |

**Figure 56 Edit NAVPERS 1160/11 Screen – Page 4 Remarks Data****NAVPERS 1306/7 Form**

CIPM can print and edit Enlisted Personnel Action Request (NAVPERS 1306/7) from CIPM member's data and the built in NAVPERS 1306/7 screen. The screen has four tabbed pages: one page (Browse Member List) to select members and three pages of editable NAVPERS 1306/7 form data (See Page 2 Action - NAVPERS 1306/7, p. 4-56, Page 3 Data-1 - NAVPERS 1306/7, p. 4-57, Page 4 Data-2 - NAVPERS 1306/7, p. 4-58.) With this screen you can print a NAVPERS 1306/7 sheet for one or more CIPM members. If any information is incorrect or incomplete, you can change data directly on the screen using the tabbed pages 2 through 4.

### Input – NAVPERS 1306

To access the NAVPERS 1306/7 screen, select *Inputs\NAVPERS 1306/7* from the menu bar. A member list will be displayed, as shown below:

| Browse/Edit NAVPERS 1160/11 |      |            |            |            |            |            |
|-----------------------------|------|------------|------------|------------|------------|------------|
| Members                     |      | Personal   |            | Interviews |            | Remarks    |
| Name                        | Rate | Birth      | Onboard    | ADSD       | PRD        | EAOS       |
| ABBA-CANADA-11              | YN   | 1968.08.01 | 2011.02.01 | 1997.05.19 | 1999.12.01 | 1997.02.12 |
| ACKROYD, DAN D.             | MM2  | . .        | 1994.03.24 | 2001.11.15 | 2001.01.01 | 2001.04.14 |
| ADAMS, ERNEST               | CTCM | 2040.00.07 | 1995.11.14 | 1972.07.11 | 1990.11.01 | 1999.11.11 |
| ALLEN, JOE M.               | ABH  | . .        | 1993.01.02 | 1992.09.17 | . .        | 1996.09.16 |
| ALLEY, JOHNNY L.            | AS   | . .        | 1993.01.14 | 1992.09.21 | . .        | 1996.09.20 |
| ARP, JULIE L.               | HN   | 1974.08.07 | 1996.09.18 | 1993.07.13 | 1997.04.15 | 1997.07.13 |
| CARTER, JOHN A.             | AS   | 1966.03.25 | 1990.06.22 | 1985.10.12 | 1993.02.12 | 1992.12.14 |
| JOHN CARTER                 |      | . .        | . .        | . .        | . .        | . .        |
| SUZUKI DAVID                | PN2  | 1972.02.08 | . .        | . .        | 1998.09.01 | 1993.07.15 |
| ZWIEG RONALD                | AD3  | . .        | 1992.11.24 | 1991.07.22 | 1997.07.01 | 1997.07.21 |

☒ Ascending  
☐ Descending

Sort by column

(See Browse Form, p. 2-8 for more information.)

**Figure 57 Browse NAVPERS 1306/7 Screen – Page 1 Member List**

### Print NAVPERS 1306/7 Form

To print a NAVPERS 1306/7 form select one or members from the member list on the Browse Members page. Click the *Report* button. A report preview screen will display the sheet(s). Click on the *Printer* icon to sent the sheets to the printer. Otherwise, click on the *Exit* icon.

### Edit NAVPERS 1306/7 Data Items

To correct NAVPERS 1306/7 data, select the member's record on the *Members* page and click on one of the three pages (see Page 2 Action - NAVPERS 1306/7, p. 4-56, Page 3 Data-1 - NAVPERS 1306/7, p. 4-57, Page 4 Data-2 - NAVPERS 1306/7, p. 4-58.) containing the data. Make the appropriate changes and click *Save*. To discard your changes, click on the *Browse Members* page and select another member without saving your changes.



You must save your changes before you print the member's form. Otherwise, the printed NAVPERS 1306/7 will show incorrect data.

The following are sample NAVPERS 1306/7 Screen pages 2-4 and their field definitions.

## Page 2 Action - NAVPERS 1306/7

**Prepare NAVPERS 1306/7 Form ALLEN,TOM 101-01-0005**

**Browse Members** | **Action** | **Data-1** | **Data-2**

**TO:**

**VIA:**

**REF:**

**ENCL:**

**Change**  **NECP**  **Duty Phone**

**Date Filed**  **NECS**  **Home Phone**

**Others: Transfer, Exchange of Duty, New Construction,**

| Earliest Date                           | Latest Date                             | 1st Choice           | 2nd Choice           | 3rd Choice           |
|---|---|----------------------|----------------------|----------------------|
| <input type="text" value="1999.04.10"/> | <input type="text" value="1999.05.10"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**HELP** | **Save** | **Print 1306/7** |

| Data Label             | Content  |
|------------------------|--|
| 1 <sup>st</sup> Choice | Requester's first choice of actions. Max 20-chars.   |
| 2nd Choice             | Requester's second choice of actions. Max 20-chars   |
| 3rd Choice             | Requester's third choice of actions. Max 20-chars  |
| Change:                | Reason for change. Pick one: Change of Rate, Extention/Reenlistment,Other,School, Score, STAR, Special Program, Tour Adjustment, Type of Duty. |
| Duty Phone             | Member's duty telephone number. Max 8-chars  |

| Data Label    | Content  |
|---------------|--|
|               | chars  |
| Earliest Date | Earliest date the requester desires the change to take effect. Enter YYYY/MM/DD. Otherwise, leave blank. |
| ENCL:         | Title of enclosure, if any. Max 50-chars.  |
| Home Phone    | Member's home telephone number. Max 20-chars   |
| Latest Date   | Latest date the requester desires the change to take effect. Enter YYYY/MM/DD. Otherwise, leave blank.   |

| Data Label              | Content   |
|-------------------------|---|
| NECP                    | Primary Enlistment Class Code. Max 4-characters.                                  |
| NECS                    | Secondary Enlistment Class Code. Max 4-characters.                                |
| Others:<br>Transfer,... | Other Reason for change. Available for <i>Other</i> Change category. Max 50-chars |

| Data Label | Content  |
|------------|--|
| REF:       | Appropriate reference, if any. Max 50-chars.       |
| TO:        | Agency's name. Max 75-chars.                       |
| VIA:       | Route through Agency's name, if any. Max 75-chars. |

### Page 3 Data-1 - NAVPERS 1306/7

The following is a sample NAVPERS 1306/7 page 3 and its field definitions.

| Data Label    | Content  |
|---------------|--|
| CITZ          | Country of Citizenship (US). Max 2-characters.                                     |
| Clearance     | Security Clearance: S = Secret, TS = Top Secret, C= Confidential                   |
| Date Reported | Security Clearance: S = Secret, TS = Top Secret, C= Confidential                   |
| DLAB          | Number 0-999.  |
| EAOS          | Active Duty Obligation Expiration Date. Enter: YYYY/MM/DD. Otherwise, leave blank. |

| Data Label    | Content  |
|---------------|--|
|               | blank.   |
| Education     | Educational Background: HSG,NHS,GED,13,14,15,16,16+                              |
| Ext Months    | Number of months extended on the current contract. 1-24. Otherwise, leave blank. |
| Loc of Depens | Location Code for Dependents (See Transman Chpt. 25). Max 3-chars.               |

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| Data Label              | Content  |
|-------------------------|--|
| <b>Loc of HHG</b>       | Location Code of Household Goods (See Transman Chpt. 25). Max 3-characters.                                      |
| <b>Military Spouse</b>  | Is spouse a member of the armed forces? Y=yes. N=No.   |
| <b>NO COST?</b>         | Will member accept a no cost to the government transfer? Enter a check mark (✓) for Yes. Otherwise, leave blank. |
| <b>No. of Depns</b>     | Number of member's dependents. Enter 1-9. Otherwise, leave blank or zero.  |
| <b>OBLIGATE?</b>        | Will member incur additional obligated service? Enter a check mark (✓) for Yes. Otherwise, leave blank.          |
| <b>Pending Request?</b> | Any pending NAVPERS 1306/7 requests? Enter a check mark (✓) for Yes. Otherwise, leave blank.                     |

| Data Label                   | Content   |
|------------------------------|---|
| <b>PRD</b>                   | Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank. |
| <b>Previously Submitted?</b> | Is this request the first time the request has been submitted? Enter a check mark (✓) for Yes. Otherwise, leave blank.            |
| <b>Reason for Request...</b> | Description of reason for request. Max 255-characters.  |
| <b>SEX</b>                   | Sex of member. M=male, F=female   |
| <b>Spouse's SSN</b>          | Social Security Number of spouse. 11-chars. Otherwise, leave blank.   |

## Page 4 Data-2 - NAVPERS 1306/7

The following is a sample NAVPERS 1306/7 page 4 and its field definitions.

**Prepare NAVPERS 1306/7 Form ALTON,TOM 101-01-0001**

**Browse Members    Action    Data-1    Data-2**

**Last two evaluations (Fill in block numbers)**

| Eval Date | 33  | 34  | 35  | 36  | 37  | 38  | 39  |
|-----------|-----|-----|-----|-----|-----|-----|-----|
| ..        | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| ..        | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

☐ Eligible for duty requested?  
☐ Has clear record No. of Months   
☐ Meets Security Clearance Requirements?  
☐ N/A (Clearance is not appropriate)  
☐ SECNAVIND required?

**Activity's Address**

**Save** **Print 1306/7**

| Data Label | Content  |
|------------|--|
| <b>33</b>  | 33. Evaluation Points: Professional Knowledge: Technical Knowledge and practical application. Range 1-5. 1.0 Below Standards, 2.0 Progressing, 3.0 Meets |

| Data Label | Content  |
|------------|--|
| <b>34</b>  | Standards, 4.0 Above Standards, 5.0 Greatly Exceeds Standards<br>34. Evaluation Points: Quality of Work: Standard of work: value of end product. |



| Data Label         | Content  |
|--------------------|--|
|                    | Range 1-5. 1.0 Below Standards, 2.0 Progressing, 3.0 Meets Standards, 4.0 Above Standards, 5.0 Greatly Exceeds Standards   |
| 35                 | 35. Evaluation Points: Equal Opportunity; Fairness, respect for human worth. Range 1-5. 1.0 Below Standards, 2.0 Progressing, 3.0 Meets Standards, 4.0 Above Standards, 5.0 Greatly Exceeds Standards  |
| 36                 | 36. Evaluation Points: Military Bearing/Character: Appearance, conduct, physical fitness, adherence to Navy Core Values. Range 1-5. 1.0 Below Standards, 2.0 Progressing, 3.0 Meets Standards, 4.0 Above Standards, 5.0 Greatly Exceeds Standards  |
| 37                 | 37. Evaluation Points: Personal Job Accomplishment/Initiative: Responsibility, quality of work. Range 1-5. 1.0 Below Standards, 2.0 Progressing, 3.0 Meets Standards, 4.0 Above Standards, 5.0 Greatly Exceeds Standards                           |
| 38                 | 38. Evaluation Points: Teamwork: Contributions to team building and team results. Range 1-5. 1.0 Below Standards, 2.0 Progressing, 3.0 Meets Standards, 4.0 Above Standards, 5.0 Greatly Exceeds Standards   |
| 39                 | 39. Evaluation Points: Leadership: (Optional for E1-E3) Organizing, motivating and developing others to accomplish goals. Range 1-5. 1.0 Below Standards, 2.0 Progressing, 3.0 Meets Standards, 4.0 Above Standards, 5.0 Greatly Exceeds Standards |
| Activity's Address | The requester's organizational address. 2-lines. Max 50-chars ea.  |
| Clear record?      | Dose the requester have a clean/clear record?<br>Enter a check mark (✓) for Yes. Otherwise, leave blank.   |
| Clearance?         | Dose the requester have the necessary security clearance for the action? Enter a check mark (✓) for Yes. Otherwise, leave blank.   |
| Eligible?          | Is the requester eligible for the requested duty? Enter a check mark (✓) for Yes. Otherwise, leave blank.  |
| Eval Date          | Date of Evaluation. Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| N/A?               | Is a security clearance necessary for the requested action? Enter a check mark (✓) for Yes. Otherwise, leave blank.  |
| No. of Months      | Number of months the requester has a clear record. 1-24. Otherwise, leave blank.   |
| SECNAVIND ?        | Does the requester need a SECNAVIND for the requested duty? Enter a check mark (✓) for Yes. Otherwise, leave blank.  |

## PDB Profile Sheet

CIPM can print and edit PDB (**Professional Development Board**) Profile Sheets from CIPM member's data and the built in PDB Profile screen. The screen has four tabbed pages: one page (**Browse Member List**) to select members and three pages of editable PDB data (**PDB's**, **Member's Info** and **Military Training**). With this screen you can print a PDB Profile sheets for one or more CIPM members. If any information is incorrect or incomplete, you can change data directly on the screen using the tabbed pages 2 through 4.

### Input – PDB Profile Sheet

To access PDB Profile Sheet function, select *Inputs\PDB Profile* from the menu bar. A member list will be displayed, as shown below:

| Name           | Rate | Birth      | Onboard    | ADSD       | PRD        | EAOS       |
|----------------|------|------------|------------|------------|------------|------------|
| AIKEN, TOM     | AN   | 1979.07.25 | 1994.04.12 | 1977.04.11 | 1998.08.18 | 1999.04.26 |
| ALBRECHT, TOM  | AD1  | 1979.09.25 | .          | 1996.06.07 | 1999.02.06 | 1999.01.09 |
| ALLEN, TOM     | ABH  | 1979.04.04 | 1993.01.02 | 1977.08.08 | 1998.09.18 | 1999.08.13 |
| ALLEY, TOM     | AS   | 1979.12.03 | 1993.01.14 | 1992.05.04 | 1998.10.22 | 1999.03.13 |
| ALMESTICA, TOM | BM   | 1979.06.07 | 1993.11.24 | 1972.06.04 | 1998.12.16 | 1999.07.09 |
| ALTIDI, TOM    | ATAN | 1979.06.07 | 1994.04.12 | 1986.06.25 | 1999.06.30 | 1999.12.07 |
| ALTON, TOM     | CE2  | 1979.12.11 | 1998.04.09 | 1971.07.17 | 1999.03.21 | 1999.10.21 |
| ALVARADO, TOM  | ADAN | 1980.01.14 | 1993.04.14 | 1987.01.05 | 1999.04.21 | 1999.08.19 |
| AMICK, TOM     | SM   | 1979.08.06 | 1993.10.23 | 1968.11.17 | 1999.07.18 | 1999.02.10 |
| AMILLANO, TOM  | MR2  | 1980.01.13 | 1996.06.06 | 1987.07.12 | 1999.02.18 | 1999.05.25 |
| AMMONS, TOM    | NCCS | 1979.06.24 | 1994.12.02 | 1981.09.24 | 1998.09.11 | 1999.04.02 |
| AMOUZEGAR, TOM | EM   | 1979.11.17 | 1992.11.09 | 1985.10.13 | 1998.08.18 | 1999.02.19 |
| ANDERSON, TOM  | AR   | 1979.08.30 | 1998.03.17 | 1969.01.12 | 1999.01.01 | 1999.09.13 |
| ANDERSON, TOM  | BU1  | 1980.01.01 | 1996.02.23 | 1980.03.06 | 1999.01.25 | 2000.01.01 |

☒ Ascending  
☐ Descending

Sort by column

? HELP    Save    PDB Profile Sheet    [Printer Icon]

(See Browse Form, p. 2-8 for more information.)

**Figure 58 Browse PDB Profile Screen – Page 1 Member List**

### Print PDB Profile Sheet

To print a PDB Profile Sheet select one or members from the member list on the *Browse Members* page. Click the *Report* button. A report preview screen will display

the sheet(s). Click on the *Printer* icon to sent the sheets to the printer. Otherwise, click on the *Exit* icon.

### Edit PDB Profile Sheet Data Items

To correct data found on the sheet, select the member's record on the *Members* page and click on one of the three pages (*PDB's*, *Information*, *Military Training*) containing the data. Make the appropriate changes and click *Save*. To discard your changes, click on the *Members* page and select another member without saving your changes.



You must save your changes before you print the member's form. Otherwise, the printed PDB Profile Sheet will show incorrect data.

The following are sample PDB Profile Screen pages 2-4 and their field definitions.

### Page 2 PDB's

| Browse\Edit PDB Profile Sheet ALTON,TOM 101-01-0001 |                 |                      |               |
|---|-----------------|----------------------|---------------|
| Browse Members                                      |                 | PDB's                | Member's Info |
|   |                 | Military Traning     |               |
| <b>PDB Due Dates</b>                                |                 |                      |               |
| <b>Rpt Onboard</b>                                  | <b>Comments</b> | <b>Date Complete</b> |               |
| 1998.05.09  |                 | ..                   |               |
| <b>6 Months</b>                                     |                 |                      |               |
| 1998.10.09  |                 | ..                   |               |
| <b>E3 Adv</b>                                       |                 |                      |               |
| 1972.07.17  |                 | ..                   |               |
| <b>Other's</b>                                      |                 |                      |               |
|   |                 | ..                   |               |
|   |                 | ..                   |               |
|   |                 | ..                   |               |

| Data Label | Content |
|------------|---------|
|------------|---------|

| Data Label | Content |
|------------|---------|
|------------|---------|

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| Data Label            | Content   |
|-----------------------|---|
| <b>6 Months</b>       | Date members 6-month PDB is due. 6-months within the member's reporting on board date. YYYY/MM/DD.                    |
| <b>Comments</b>       | Comments to store about a PDB. Max 50-characters. (See NOTE in <b>Other's</b> ).                                      |
| <b>Date Completed</b> | Date members completed the PDB. YYYY/MM/DD. Otherwise, leave blank.   |
| <b>E3 Adv</b>         | Date members E3 Advancement PDB is due. 12-months after member's ADSD. YYYY/MM/DD. Not available for E3's and higher. |

| Data Label         | Content  |
|--------------------|--|
| <b>Other's</b>     | Other type of PDB's: Officer Pgms, Education Pgms, A-School, Advancement, Striker, Conversion, PNA's 2 Exams, Failed 1 Exam, Sen Enl Acad, Other.<br><br><b>Note:</b> if Other is selected, type in the type of PDB in the adjacent Comment field. |
| <b>Rpt Onboard</b> | Date members Reporting Onboard PDB is due. 30-days within the member's reporting on board date. YYYY/MM/DD.  |

### ***Page 3 Member's Info – PDB Sheet***

**Browse\Edit PDB Profile Sheet ALTON,TOM 101-01-0001**

**Browse Members**   **PDB's**   **Member's Info**   **Military Training**

1. Name: ALTON,TOM      5. Date Reported: 1998.04.09

2. SSN: 101-01-0001      6. ADSD: 1971.07.17

3. Rate: CE2      7. EAOS: 1999.10.21

4. UIC/DEPT: 10204      8. PRD: 1999.03.21

**10. Performance Evaluation**

| Eval Date | 33  | 34  | 35  | 36  | 37  | 38  | 39  | Recommend?                                      |
|-----------|-----|-----|-----|-----|-----|-----|-----|---|
| ..        | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | <input type="radio"/> Y <input type="radio"/> N |
| ..        | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | <input type="radio"/> Y <input type="radio"/> N |
| ..        | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | <input type="radio"/> Y <input type="radio"/> N |

**11. Classification Information**

| GS | AR | WK | PC | NO | CS | AS | MK | MC | EI | VE |
|----|----|----|----|----|----|----|----|----|----|----|
| 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |

| GS | AR | WK | SI | NO | GI | AD | SP | MK | MC | EI | AI |
|----|----|----|----|----|----|----|----|----|----|----|----|
| 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |

AFQT Score: 00

Version: 0

**Save** **PDB Profile Sheet**

| Data Label                     | Content   |
|--------------------------------|---|
| 1. NAME                        | NAME of Service member. Enter: <u>Last Name, First Name MI</u> . Max 25-chars.  |
| 10. Performance Evaluation     | 1 to 3 years of Evaluations. One year evaluation per row.   |
| 11. Classification Information | ASVAB Scores. Row 1 Versions 5 or before. Row 2 for later versions.   |
| 2. SSN                         | Social Security Number. Required. Enter 9 digits. Format 999-99-9999  |
| 3. Rate                        | Rating (Navy job classification for enlisted personnel) of member. Max 10-characters.   |
| 33                             | 33. Evaluation Points: Professional Knowledge: Technical Knowledge and practical application. Range 1-5.                            |
| 34                             | 34. Evaluation Points: Quality of Work: Standard of work: value of end product. Range 1-5.  |
| 35                             | 35. Evaluation Points: Equal Opportunity; Fairness, respect for human worth. Range 1-5.   |
| 36                             | 36. Evaluation Points: Military Bearing/Character: Appearance, conduct, physical fitness, adherence to Navy Core Values. Range 1-5. |
| 37                             | 37. Evaluation Points: Personal Job Accomplishment/Initiative: Responsibility, quality of work. Range 1-5.                          |
| 38                             | 38. Evaluation Points: Teamwork: Contributions to team building and team results. Range 1-5.  |

| Data Label       | Content  |
|------------------|--|
| 39               | 39. Evaluation Points: Leadership: (Optional for E1-E3) Organizing, motivating and developing others to accomplish goals. Range 1-5. |
| 4. UIC/DEPT      | Member's office. UIC, Department, Division.  |
| 5. Date Reported | Date Reported to Command. Enter: YYYY/MM/DD when expected. Correct date on arrival.  |
| 6. ADSD          | Active Duty Service Date. Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| 7. EAOS          | Active Duty Obligation Expiration Date. Enter: YYYY/MM/DD. Otherwise, leave blank.   |
| 8. PRD           | Projected Rotation Date Enter: Upon departure enter actual rotation date. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.    |
| AD               | Attention to Detail Score, e.g. 34. Range 0-99.  |
| AFQT             | Armed Forces Qualifying Test Score. Range 00-99  |
| AI               | Automotive Information Score, e.g. 34. Range 0-99.   |
| AR               | Arithmetic Reasoning Score, e.g. 34. Range 0-99.   |
| AS               | Auto/Shop Score, e.g. 34. Range 0-99.  |
| CS               | Coding Speed Score, e.g. 34. Range 0-99.   |
| EI               | Electronics Information Score, e.g. 34. Range 0-99.  |

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| Data Label       | Content  |
|------------------|--|
| <b>Eval Date</b> | Date of Evaluation. Enter: YYYY/MM/DD. Otherwise, leave blank. |
| <b>GI</b>        | General Information Score, e.g. 34. Range 0-99.                |
| <b>GS</b>        | General Science Score, e.g. 34. Range 0-99.                    |
| <b>MC</b>        | Mechanical Comprehension Score, e.g. 34. Range 0-99.           |
| <b>MK</b>        | Math Knowledge Score, e.g. 34. Range 0-99.                     |
| <b>NO</b>        | Numerical Operations Score, e.g. 34. Range 0-99.               |
| <b>PC</b>        | Paragraph Comprehension Score, e.g. 34. Range 0-99.            |

| Data Label        | Content  |
|-------------------|--|
| <b>Recommend?</b> | Recommend for Advancement? Enter: Y or N.      |
| <b>SI</b>         | Shop Information Score, e.g. 34. Range 0-99.   |
| <b>SP</b>         | Special Perception Score, e.g. 34. Range 0-99. |
| <b>VE</b>         | Verbal Expression Score, e.g. 34. Range 0-99.  |
| <b>Version</b>    | Version of ASVAB Test Taken. Max 3-characters. |
| <b>WK</b>         | Word Knowledge Score, e.g. 34. Range 0-99.     |

Figure 59 Edit PDB Profile Screen – Page 2 Detailed Member Info

### Page 4 Military Training – PDB Sheet

Browse\Edit PDB Profile Sheet ALTON,TOM 101-01-0001

**Browse Members**   **PDB's**   **Member's Info**   **Military Training**

**12. Military Training**

**A. Correspondence Courses Completed**

| Course Title | Course Number | Date Completed | Final Grade |
|--------------|---------------|----------------|-------------|
|              |               | ..             |             |
|              |               | ..             |             |
|              |               | ..             |             |
|              |               | ..             |             |

**B. Military Service Schools Attended**

| Course Title | Date Completed | Class Standing | Final Grade |
|--------------|----------------|----------------|-------------|
|              | ..             |                |             |
|              | ..             |                |             |
|              | ..             |                |             |

**13. Advancement Data (Highest Level Completed/Documented)**

**MIL REQ**  **Mil Lead?** ☐ Y ☐ N **PROF**  **PARS**  **CO Rec?** ☐ Y ☐ N

**13. TIR (Date)**

|    |    |
|----|----|
| E2 | .. |
| E3 | .. |
| E4 | .. |
| E5 | .. |
| E6 | .. |
| E7 | .. |
| E8 | .. |
| E9 | .. |

Save PDB Profile Sheet

| Data Label            | Content   |
|-----------------------|---|
| <b>13.TIR(Date)</b>   | Date of Time-in-Rate for E2,E3,...,E9. Enter: YYYY/MM/DD for the date. Otherwise, leave blank.                                  |
| <b>Class Standing</b> | Class Standing in Block: 13 Military Training, Section B: Military Service Schools Attended, e.g. 13 of 100. Max 10-characters. |
| <b>CO Rec.?</b>       | Does the Commanding Officer Recommend the member for promotion? Y=yes, N-No.  |
| <b>Course Number</b>  | Military Correspondence Course Number in Block: 13 Military Training, A. Correspondence Courses Completed (Other                |

| Data Label            | Content  |
|-----------------------|--|
|                       | than Required Courses), e.g. CS123.A. Max 10 characters.   |
| <b>Course Title</b>   | Military Correspondence Course Title in Block: 13 Military Training, either A. Correspondence Courses Completed (Other than Required Courses) or B. Military Service Schools Attended, e.g. Mine Warfare. Max 20 characters. |
| <b>Date Completed</b> | Date Completed Military Correspondence course in Block: 13 Military Training, either A. Correspondence Courses Completed   |

| Data Label         | Content  |
|--------------------|--|
|                    | (Other than Required Courses) or B. Military Service Schools Attended as 1995.01.15. Format YYYY/MM/DD.  |
| <b>Final Grade</b> | Final Grade in Block: 13 Military Training, either A. Correspondence Courses Completed (Other than Required Courses) or B. Military Service Schools Attended as, 84. Max 4-characters. |
| <b>Mil Lead?</b>   | Rank of Leadership Exam Passed. Enter: 1..9  |
| <b>MIL REQ</b>     | Rank of Exam Enter: 1..9   |
| <b>PARS</b>        | Practical Factor. Enter: 1...9   |
| <b>PROF</b>        | Rate of Training Manual Enter: xxx-E(1..9) exp.(QMS-E4). Max 6-characters.   |

Figure 60 Edit PDB Profile Screen – Page 3 Military Training

## ASVAB Worksheets

CIPM can assist you in counseling career changes with the ASVAB Worksheet function. If you have entered the ASVAB scores, Branch of Service, TAR status and sex (male or female) of the members (See Section Add or Change an ASVAB Record, p. 4-49) and updated the CREO database (See Section Add or Change CREO Records, p. 3-14) with the latest BUPERS CREO information, CIPM can prepare ASVAB Worksheets. Each worksheet lists the CREO ratings which the member is qualified to transfer to, sorted by the difference in the minimum required score and the member's score, the largest first through the lowest grouped by CREO Category. The first group, CREO I, lists the rate with the highest demand. The second, CREO II, lists the rates with normal manning. Optionally, the third, CREO III, lists the rates that are over-manned.

### Output – ASVAB Worksheets

To access member tickler dates, select *Output\ASVAB Worksheets...* from the menu bar. A member list will be displayed, as shown below:

| Select Names :        |     |   |            |
|-----------------------|-----|---|------------|
| ACKROYD, ROY          | USN | F | First Term |
| ACOSTA, HO            | USN | F | First Term |
| ADAMS, ERNEST         | USN | F | First Term |
| ADSIDE, LAWRENCE      | USN | F | First Term |
| AIKEN, JAMES E.       | USN | F | First Term |
| AIKEN, JAMES E.       | USN | M | First Term |
| AIKINSON, TORRANCE E. | USN | F | First Term |
| ALBRECHT, HO          | USN | M | First Term |
| ALCANIARA, ARNEL S.   | USN | F | First Term |
| ALCANTARA, ARNEL S.   | USN | F | First Term |
| ALMESTICA, RICHARD D. | USN | F | First Term |
| ALMESTICA, RICHARD D. | USN | F | First Term |
| ALTIDI, JHON M.       | USN | F | First Term |
| AMARAL, EDWARD J.     | USN | M | First Term |

**Select:**

☒ Qualified Only

☒ Open Rates Only

**Output:**

☒ Print Preview

☐ Printer

☐ File

OK

Cancel

| Data Label      | Content   |
|-----------------|---|
| Cancel          | Closes the screen and does not print any reports.   |
| Help            | Help button displays online help screen related to this current screen.   |
| OK              | Creates a CREO report for each selected member using the current selection criteria to the current output device. |
| Open Rates Only | Check, to include only rates that have a CREO I or II openings. Uncheck, to include all CREO categories.          |

| Data Label     | Content  |
|----------------|--|
| Output         | Select one of the output options: screen (Print Preview), printer or a file.   |
| Qualified Only | Check, to include only rates for which the selected member(s) have minimum ASVAB score. Uncheck to include all rates listed in the current CREO. |
| Select Names:  | List of members.   |

**Figure 61 ASVAB Worksheet Screen**

To print a worksheet, select one or members from the member list, select the qualifications (*Qualified Only*, the default) and job opportunities (*Open Rates Only*, the default). Select the output device (*Print Preview*, *Printer* or *File*). Click *OK* to create the worksheets. Otherwise, click *Cancel* to exit.

Click *Yes* to continue, when the message “*There are 99-members selected for the report. Do you want to print these ASVAB Worksheets?*” Otherwise, click *No*.



This report requires that each selected member have current ASVAB Scores, ASVAB Version and TAR status and a current CREO database. Otherwise, the message “*Can NOT find any open ratings for SSN 999-99-999. Check member’s ASVAB Scores, version, TAR status and CREO database...*” will appear for each invalid member selected. Click **OK** to clear the message, correct the problem and retry the report.



## Interviews

CIPM can schedule up to nine different member interviews: Reporting Onboard, Annual Updates, Retention, Incentive, 12<sup>th</sup>-Year, 17<sup>th</sup>-Year, Pre-Separation/Retirement, TAP and Transfer. To help you prepare for the interviews, CIPM can print interview worksheets, memos to the XO and department heads and, if needed, Mini-Service records. Additionally, you can customize and change the interview worksheet topics for each type of interview.

### Interview Date Calculations

CIPM uses the member's career events dates (Birthday, ADSD, Reporting Onboard, PRD, EAOS and SEP/RET) to calculate projected interview dates. The following table defines the calculations and relationships of career events to interview dates:

| Career Events                | Interview                | Interview Date Calculations                     |
|------------------------------|--------------------------|---|
| <b>Birthday</b>              | <b>Annual</b>            | <i>Birthday</i> month of the current year.      |
| <b>ADSD</b>                  | <b>Retention</b>         | <i>ADSD</i> +18-months.                         |
|                              | <b>12-year</b>           | <i>ADSD</i> +12 years (for reservist only).     |
|                              | <b>17-year</b>           | <i>ADSD</i> +17 years (for active duty only).   |
| <b>Report On Board</b>       | <b>Reporting onboard</b> | <i>Rpt Onboard</i> +30 days                     |
| <b>PRD</b>                   | <b>Transfer</b>          | 6 months prior to <i>PRD</i>                    |
| <b>EAOS</b>                  | <b>Incentive</b>         | 11 months prior to <i>EAOS</i>                  |
| <b>Separation/Retirement</b> | <b>Pre-Ret/Sep</b>       | 6 months prior to <i>Separation/Retirement</i>  |
|                              | <b>TAP</b>               | 11 months prior to <i>Separation/Retirement</i> |

**Table 5 Interview Date Calculations**

### Preparing for Interviews

In preparing for interviews, CIPM expects the counselor to select one or more interview types and a month and year for the scheduled interviews. CIPM will create a list of all members whose interviews fall within the month/year selected or who are past due for the selected interview(s). The counselor can review and edit the list. Once reviewed the counselor can, optionally, print worksheets and memos for the selected month/year.

### Output – Interviews

To access the Interview function, select *Output\Interviews...* from the menu bar. The *Interview* screen will be displayed, as shown below:

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| Data Label                      | Content  |
|---------------------------------|--|
| <b>1<sup>st</sup> Term Only</b> | For Incentive interviews, include only First Term members only, if checked. Otherwise, include all members who need Incentive interviews.  |
| <b>Cancel</b>                   | Closes the screen and does not print any reports.  |
| <b>Count</b>                    | Check, to start counting the number of interviews are due and overdue. The number of interviews counted is displayed to the right of this check box.   |
| <b>Do Report</b>                | Print the selected memos, worksheet and service records.   |
| <b>Help</b>                     | Help button displays online help screen related to this current screen.  |
| <b>Interview Worksheets</b>     | Check to include all members who require a interview ( <i>Reporting Onboard, Annual Update, Retention, Incentive, 12<sup>th</sup> year, 17<sup>th</sup> year, PreSeparation/Retirement, TAP, Transfer</i> ). Uncheck, to exclude these interviewees. |
| <b>Interview Worksheets</b>     | Check, if you want to have interview worksheet printed for each interviewee. Uncheck, if you do not want to print the worksheets.<br><br>Note: Only interview worksheets required for the interviews will be printed.                                |
| <b>Memo to Dept Heads</b>       | Check, if you want to have one memo per department printed of members whose interviews are due or past due. Uncheck, if  |

| Data Label                  | Content  |
|-----------------------------|--|
|                             | you do not want to print the Memo to the Department Heads.<br><br>Note: Only Departments with interview candidates will have their memos printed.  |
| <b>Memo to XO</b>           | Check, if you want to have one memo per UIC printed of members whose interviews are due or past due. Uncheck, if you do not want to print the Memo to the XO.<br><br>Note: Only UIC's with interview candidates will have their memos printed. |
| <b>Mini Service Records</b> | Check, if you want to have a mini-service record printed for each interviewee. Uncheck, if you do not want to print the service records.<br><br>Note: Only one mini-service record per interviewee will be printed.                            |
| <b>Month</b>                | Select the interview month from the list of months.( <i>JAN, FEB,...,DEC</i> ). Defaults to next calendar month.   |
| <b>Report Output</b>        | Select one of the output options: screen (Print Preview), printer or a file.   |
| <b>Review/Change</b>        | Check to see an editable list of members due interviews.   |
| <b>Tag all</b>              | Checks each interview type.  |
| <b>Tag None</b>             | Unchecks all interview types.  |
| <b>Year</b>                 | Enter the interview year. YYYY format. Default to next month's calendar year.  |

**Figure 62 Interview Preparation Screen**

### Selecting Interview Types

Check one or more interview types from the Interview Worksheets types (*Reporting Onboard, Annual Update, Retention, Incentive, 12<sup>th</sup> Year, 17<sup>th</sup> Year, Pre-*

*Sep/Ret*, *TAP*, and *Transfer*). Initially, the Interview Worksheets check boxes will be editable. If not, click the *Count* check box again. It acts as on/off switch for the Interview Worksheet type selection.



You can select either all members or only First Term members when counting Incentive Interviews. Check the ***1<sup>st</sup> Term Only*** check box to include only first term members. Otherwise, Un-check the box.



Use the ***Tag all*** and ***Tag None*** options to clear and set all the Interview check boxes at once.

### ***Counting Interviews***

Select the interview period by selecting the month from the *Month* drop down list box and entering the year in the *Year* text box. The month/year are initially pre-loaded with next month's month/year. After setting the interview period, count the number of interviews due that month by clicking on the *Count* check box. The number of counted interviews will be displayed next to the *Count* check box. Once the count has been completed, the *Interview Worksheets* check boxes will be disabled until *Count* or *Do Report* is clicked.

### ***Review/Completing Interviews***

After counting the number of interviews, click the *Review/Change* check box to review a list of the selected interviewees displayed in the *Edit Interview Records* screen shown below:

**Edit Interview Records**

**Brows Interview Form (X-Include, Blank-Exclude, C-Completed)**

| Name               | SSN         | Depart | Division | Onboard | Annual | Retention | Incentive |
|--------------------|-------------|--------|----------|---------|--------|-----------|-----------|
| ALTI, JHON M.      | 604-76-7526 | AVM    | ADSVCS   |         |        |           | X         |
| ALMESTICA, RICHARD | 607-19-3541 | AVM    | ADSVCS   |         |        |           | X         |
| AMARAL, EDWARD J.  | 609-60-0073 | AVM    | ADSVCS   |         |        |           | X         |
| AMOUZEGAR, SIAMAK  | 611-06-4901 | AVM    | ADSVCS   |         |        |           | X         |
| ANDREWS, JASON A.  | 614-69-5801 | AVM    | ADSVCS   |         |        |           | X         |
| ARREDONDO, ROBERT  | 618-23-0665 | AVM    | ADSVCS   |         |        |           | X         |
| AIKINSON, TORRANCE | 619-31-1008 | AVM    | ADSVCS   |         |        |           | X         |
| ATWOOD, SAMUEL M.  | 620-76-6817 | AVM    | ADSVCS   |         |        |           | X         |
| AVANIS, TOMMY R.   | 625-73-8350 | AVM    | ADSVCS   |         |        |           | X         |
| BABCOCK, THOMAS M. | 626-54-5920 | AVM    | ADSVCS   |         |        |           | X         |
| BAKER, SAMUEL W.   | 627-59-2440 | AVM    | ADSVCS   |         |        |           | X         |
| BANKS, DERRICK     | 628-46-6615 | AVM    | ADSVCS   |         |        |           | X         |

Save Revert Exit

| Data Label  | Content  |
|---|--|
| Depart  | The selected interviewee's department.   |
| Division  | The selected interviewee's division.   |
| Exit  | Closes the screen and does not save any changes.   |
| Name  | Alphabetical by last name list of selected interviewees.   |
| Onboard, Annual, Retention, Incentive, Yr_12 <sup>th</sup> , Yr_17 <sup>th</sup> , PreSep, TAP, | <i>Reporting Onboard, Annual Update, Retention, Incentive, 12<sup>th</sup> year, 17<sup>th</sup> year, PreSeparation/Retirement, TAP, Transfer</i> interviews, respectively. The cell values are:<br>Blank = interviewee is NOT selected for this type of interview.<br>X=interviewee is selected for this |

| Data Label | Content  |
|------------|--|
| Xfer       | interview.<br>C=complete this interview for the interviewee                                      |
| Revert     | Restores the field contents to the pre-edit values.  |
| Save       | Updates member's master record, if needed, saves changes for interviewees and closes the screen. |
| SSN        | The selected interviewee's social security number.   |

**Figure 63 Edit Interview Records Screen**

All selected members need one or more interviews during the selected month. The list has 13 data columns: *Name*, *SSN*, *Dept*, *Division* and nine *Interview Type* columns. An X indicates the type of interview that the member needs. A C indicates a dropped or closed interview. A Blank indicates no interview is scheduled.



Use the vertical scroll bars to view other selected members. Use the horizontal scroll bar to view more interview types.

### Add/Drop Interviewees

You can add/drop a member from an interview by clicking on the member's interview cell and entering an *X* to add the member to the schedule for the interview or a *Spacebar* (to blank the cell) to un-schedule the interview.



If you drop a member from an interview, the member may show up next month on the interview list, as a late interview.

Once the interview has been completed, the counselors update the member's CIPM record with the date that the interview was given. To do so, the counselors open the *CIPM Browse* screen, pick a member from the list, open his detail record to the *Interview* page, type in the interview date for the appropriate interview(s) and save the changes. Repeat for each completed interviewee. The *Edit Interview Records Screen* provides a short cut for this process.

### Permanently Drop an Interview

You can complete a member's interview by clicking on the member's interview cell and entering a *C*. When you save the *Edit Interview* changes, CIPM will update the member's master record indicating that the particular interview has been completed on this date. This choice allows the counselors to permanently drop members from the interview list for interview types. Counselors can use this choice as an alternative to updating the member's master record manually.

### Save Changes

After reviewing and editing the interview list, click the *Save* button to apply the changes and exit the screen. Otherwise, click *Cancel* to restore the cells to their original values. Click *Exit* to close the screen and restore the values.

### Print Interview Memos and Worksheets

After reviewing the interviewee list, select one or more *Output Format(s)* from the four forms listed to be printed:

- ***Memo to XO*** is an alphabetical list of interviewees needing interviews during the selected month or past due in memo format for each UIC, as needed.
- ***Memo to Depart Heads*** is similar to the Memo to XO with department list of interviewees for each department, as needed.
- An ***Interview Worksheet*** is a checklist of interview topics to be covered during the interview. One worksheet is printed for each member for each type of interview needed.
- ***Mini Service Record*** is a one-page report of the interviewee's ASVAB scores, TIR, demographics and other CIPM data. CIPM will print one MSR for each interviewee.

To select an Output Format click the checkbox next to the form. Click the *Report Output* from the options: *Print Preview*, *Printer*, and *File*. To start printing the reports and memos click the *Do Report* button, which will be enabled once you select the Report Output type.



Once the printing has started, you can interrupt and cancel the printing, by pressing the *ESC* key during either the preview or printing.

### Correct Interview Worksheets

The interview topics can be changed. Topics can be added, deleted or re-worded. To edit an interview worksheet click the *Edit* option on the Interview Worksheet and the Edit Worksheet will be displayed as:

| Discussion Items:                                     | Member's Initials |
|---|-------------------|
| 1. Introduction And reason for interview.             |                   |
| 2. Advantages of a twenty year career (if applicable) |                   |
| 3. SBP/Survivor Annuities.                            |                   |
| 4. Retirement Eligibility.                            |                   |
| 5. Advancement Information.                           |                   |
| 6. Special programs                                   |                   |

**Figure 64 Edit Interview Worksheet Screen**

Select the interview type from the *Select File* drop down list of nine interview types:

- 1 **12-YEAR** – 12<sup>th</sup> year Interview
- 2 **17-YEAR** – 17<sup>th</sup> year Interview
- 3 **ANNUAL** – Annual Interview
- 4 **INCENTIVE** – Incentive Interview

- 5 ***PRESEP*** – Pre-Separation/Retirement Interview
- 6 ***RETENTION*** – Retention Interview
- 7 ***ONBOARD*** – Reporting Onboard Interview
- 8 ***TAP*** – TAP Interview
- 9 ***XREF*** – Transfer Interview

Edit the text in the text area. Use the scroll bar to display other topics. Use the drop down list to change worksheets. After making your corrections click *Save* to permanently save your changes and close the edit screen. Click *Revert* to restore the topics to their pre-edit lists. Clicking *Exit* closes the edit screen and does not save changes.

### ***Print/Review Blank Worksheets***

You can review the worksheets by printing a blank to verify your changes. The interview topics can be changed. Topics can be added, deleted or re-worded. To edit a interview worksheet click the *Edit* option on the Interview Worksheet and the Edit Worksheet will be displayed as:

### **SRB Worksheets**

CIPM can print SRB (Selective Reenlistment Bonus) worksheets needed for reenlistment bonus counseling. The counselor selects a member from a member list, enters a few numbers and CIPM will calculate his SRB. The counselor can change the numbers and recalculate the SRB, allowing what-ifs scenarios. Once the adjustment is made, the counselor can print a worksheet of the figures.

### ***Output – SRB Worksheets***

To access the SRB function, select *Output\SRB Worksheet* from the menu bar. The *SRB Worksheet (Calculate Reenlistment Bonus)* screen will be displayed, as shown below:

**Member:**

| Member List      |             | Member Information |   |       |
|------------------|-------------|--------------------|---|-------|
| ACKROYD, ROY     | 601-11-9999 | MM2                | 5 | 00204 |
| ACOSTA, HO       | 639-81-5457 | BT3                | 4 | 00204 |
| ADAMS, ERNEST    | 814-48-8681 | ETCM               | 9 | 00204 |
| ADSIDE, LAWRENCE | 640-45-0859 | ABH1               | 6 | 00204 |
| AIKEN, JAMES E.  | 602-15-3384 | AN                 | 3 | 00204 |
| AIKEN, JAMES E.  | 644-45-3384 | AN                 | 3 | 00204 |

**Inputs: Worksheet Parameters**

A. EAOS (As extended) from current enlistment: 1999.11.11

B. Date of discharge from SRB reenlistment.....: 1998.11.15

D. Term of SRB reenlistment (in months).....: 60

F. Monthly Base Pay .....: \$ 1,000.00

H. Award level .....: 1.0

**Outputs :**

C. Whole months remaining on old contract (B-A): 12

E. Additional obligated service (D-C): 48

G. Subtotal (E\*F/12): \$ 4,000.00

I. SRB entitlement (note 3) (G\*H): \$ 4,000.00

Buttons: Print Preview, Printer, File, OK, Cancel, See Note, Help.

| Data Label         | Content   |
|--------------------|---|
| Cancel             | Closes the screen and does not print any reports.                       |
| Help               | Help button displays online help screen related to this current screen. |
| Inputs             | Five input variables needed to calculate the SRB                        |
| Member Information | Additional data about a selected member                                 |
| Member List        | List of members to choose from.   |

| Data Label    | Content  |
|---------------|--|
| OK            | Prints the worksheet using the current input values.                         |
| Output        | Four output variables calculated from the inputs.                            |
| Report Output | Select one of the output options: screen (Print Preview), printer or a file. |
| See Note      | Additional information related to the bonus calculation.                     |

**Figure 65 SRB Worksheet – Calculate Reenlistment Bonus Screen**

Select a member from the *Member List*. When a member is selected, CIPM will enter the member's EAOS date from his record into the *Inputs: Worksheet Parameters* section. This section has five input text fields:

- A. EAOS (As extended) from current enlistment* – Format YYYY.MM.DD.
- B. Date of discharge from SRB reenlistment* – Format YYYY.MM.DD. Defaults to today.
- D. Term of SRB reenlistment (in months)* – 1-99. Defaults to 60-months.
- F. Monthly Base Pay* – \$0.01 to \$99,999.99. Defaults to \$1,000.00.
- H. Award level* - 1.0 to 5.0. Defaults to 1.0

Adjust the five variables to meet your member's situation. As you move from field-to-field, the fields in the Outputs: section will change. This section has four fields:



***C. Whole months remaining on old contract (B-A)***

***E. Additional obligated service (D-C)***

***G. Subtotal (E\*F/12)***

I. SRB entitlement (note 3)

Choose the output from the output options: *Print Preview*, *Printer* or *File*. Click *OK* to continue. Otherwise, click *Cancel* to close the screen. To see more details relating to the SRB calculations, click the *See Note* button and the following message will be displayed:

1. YYYY/MM/DD. If day is 31, use 30.
2. Any portion of a month is rounded up to the next month. Zero (0) is entered for three days or less.
3. Maximum amount is \$20,000 except as noted in the impl. NAVOP.

## **General Reports**

CIPM has nearly 50 general report to choose from. Each report has pre-defined record selection and sorting criteria. Additionally, CIPM has two simple to use but powerful query functions to permit the counselor to select and sort the data to meet local requirements. Additionally, General Reports can be e-mailed to others directly from the screen.



**Note:** In order to use the e-mail feature, you must install **Microsoft Outlook**.

### ***Output – General Reports***

To select a general report, select *Outputs\General Reports* from the menu bar. A list of available reports will be displayed, as shown below:

| ID   | Title                              | Subject                      | Report Class |
|------|------------------------------------|------------------------------|--------------|
| R091 | Non TAP/CARIT                      | Separations                  | Alpha List   |
| R090 | Non DD2648                         | Separations                  | Alpha List   |
| R089 | Non DD2586                         | Separations                  | Alpha List   |
| R084 | Monthly Extentions                 | Reenlistments/Extentions     | Alpha List   |
| R082 | Future Reenlistments               | Reenlistments/Extentions     | Alpha List   |
| R081 | Non NR/R Trained                   | Personnel Programs           | Alpha List   |
| R080 | Non Indoc Trained                  | Personnel Programs           | Alpha List   |
| R079 | Non HighShool Trained              | Personnel Programs           | Alpha List   |
| R078 | Reporting Onboard PDB Due/Overdue  | PDB (Prof Development Board) | Alpha List   |
| R077 | E3 Advancement PDB Due/Overdue     | PDB (Prof Development Board) | Alpha List   |
| R076 | Six Month Growth PDB Due/Overdue   | PDB (Prof Development Board) | Alpha List   |
| R075 | Family Care List (Dependency Care) | Family Care                  | Alpha List   |

☐ Ascending  
☒ Descending  
 Sort by column

☒ More...  
☐ List

(See Browse Form, p. 2-8 for more information.)

**Figure 66 General Reports List Screen**

This screen has the usual controls (*Ascending/Descending/Sort by column*) to help locate a particular report. For example, you can sort the reports by **ID** (Report ID number), **Title** (report title), **Subject** (general topic of the report) or **Report Class** (general type of report, e.g. *alpha list, statistical, form*).

Select a report form from the list of general reports and click the *More...* button. A record selection and sorting screen will be displayed pre-filled with defaulted values.

### **Record Selection/Sorting**

The **General Record Selection/Sorting** screen contains two pages, **Quick Query** and **Advanced Query** pages, to simplify report creation. The Quick Query (default page) provides organizational selection and up to three range criteria for record selections. The Advanced Query page provides a **SQL** (Standard Query Language) interface for more flexible record selections.

Whether you use the Quick or Advanced query, CIPM has preset queries for each report based on a typical use. Normally, you will print the report without having to change the defaulted query.

When printing a report, we suggest that you first try to use the defaulted values. Care has been taken to create values that meet most counselors' routine reporting needs.

Occasionally, you will need to make small adjustments, such as, change the timeframe of a report. In this case you would use the Quick Query. On rare occasions, you may need to create a special report that requires redoing all or part of the record

selection default values. This may require a more access to the SQL. For this situation, you may want to use the Advance Query.

### Quick Query

The Quick Query page contains controls to select records for the entire command (default) or for a specific organization within the command (**Organization** section) and to select records by specifying data range(s) (**Ranges**: section), as shown below. A data range is data element that has a lower and upper limit definition associated with it.

The screenshot shows a window titled "General Record Selection/Sorting" with a close button (X) in the top right corner. Below the title bar, it says "REPORT: ALPHA LIST COMMAND/UIC/DEPT/DIV/WC (R065)". The window is divided into two main sections: "Quick Query" and "Advanced Query".

**Quick Query Section:**

- Organization:** A section with radio buttons for "Command", "UIC", "Dept", "DIV", and "WC". The "UIC" option is selected. To the right, there is a label "Select an UIC" and a dropdown menu showing "10204".
- Ranges:** A section with three rows of input fields:
  - Text:** Data Item: NAME, Beginning Value: AIKEN,TOM, Ending Value: TOM.
  - Dates:** Data Item: NONE, Beginning Value: .., Ending Value: ..
  - Number:** Data Item: PAYGRADE, Beginning Value: 4, Ending Value: 6.

**Advanced Query Section:**

- Examples:** A section with text input fields showing "Date: 2001.01.01.", "Paygrade: 1,2,3...9", and "SSN: 888-88-8888".

**Right Side Controls:**

- Radio buttons for "Print Preview", "Printer", "File", and "E-Mail". "Print Preview" is selected.
- Buttons for "See Note", "OK", and "Exit".
- A "HELP" button with a question mark icon.

| Data Label             | Content   |
|------------------------|---|
| <b>Beginning Value</b> | The lowest value to be included in the report for a selected data item. For <b>Text</b> data items enter letters, digits and special characters, as needed. For <b>Dates</b> enter date in YYYY.MM.DD format. For <b>Numbers</b> enter digits and optionally decimal point.   |
| <b>Data Items:</b>     | Three drop down list boxes that contain text, date and numeric data fields, respectively that are available in the selected report. Lists varies with the report selected.<br><br><b>Note</b><br>All lists contain the item <b>NONE</b> . When <b>NONE</b> is selected in a given row, that row is ignored during record selection. |

| Data Label          | Content  |
|---------------------|--|
| <b>Dates:</b>       | List of date fields available in the selected report. List varies with the report selected.  |
| <b>Ending Value</b> | The upper value to be included in the report for a selected data item. (See <b>Beginning Value</b> definition above for formats.)          |
| <b>Exit</b>         | Closes the screen and returns to the General Reports screen.   |
| <b>Help</b>         | Help button displays online help screen related to this current screen.  |
| <b>Numbers:</b>     | List of numeric fields available in the selected report. List varies with the report selected. <b>Note:</b> Some reports use this list for |

| Data Label           | Content  |
|----------------------|--|
|                      | non-numeric fields.  |
| <b>OK</b>            | Print the selected report using the current record selecting and sorting criteria.   |
| <b>Organization</b>  | Specifies which group of members to include in the report: Command, UIC, Dept, Div.  |
| <b>Report Output</b> | Select one of the output options: Print Preview, Printer or a File.  |
| <b>REPORT:</b>       | Name and number of selected report.  |
| <b>See Note</b>      | Examples and hints on constructing queries.  |
| <b>Select an UIC</b> | A list of organizations available to included in the report. For example, if UIC is selected, then the drop down list will contain a list of all UIC in the command. |
| <b>Text:</b>         | List of alphabetic or text fields available in the selected report. List varies with the report selected.  |

### ***Specify an Organization***

Select one group type: ***Command, UIC, Dept, Div*** or ***W/C*** (Work center is not implemented yet). If you select UIC, Dept or Div, the list box to the right of the selection will be enabled and contain a list of available groups. For example, if you select Department, the list box will contain a list of all Departments found in the your database. Select a UIC (Department or Division) from the ***Select an UIC*** (Department or Division) list box.

For example to print a list of UIC 10204 members, select ***Alpha List Command Report (R065)*** from the **General Reports** screen. Select ***UIC*** in the **Organization** radio buttons. Select ***10204*** from the **Select an UIC** list box.

### ***Specify a Range***

In the **Ranges** section, select one or more data items (***Text, Dates*** and ***Number***) from the ***Data Item*** drop down lists. For each Range row selected, enter the range's lowest possible desired value in the ***Beginning Value*** column and enter the range's largest possible desired value in the ***Ending Value*** column. (Note: Not all Data Items are available for all reports.)

Continuing the above example, to restrict the UIC 10204 Command Report to include only E4 through E6's, select the ***Paygrade*** from the **Number Data Item** list. Change the lower range value to ***4*** (for E4) and the upper range value to ***6*** (for E6).

### Advanced Query

The **Advanced Query** page is an SQL interface to the CIPM Queries. The SQL **WHERE** and **ORDER BY** clauses are displayed in the Advanced Query page **Record Selection Criteria Expression** and **Record Sort by Field**, respectively.

The Advance Query is a SQL interface that uses the SQL syntax and model and **Boolean Algebra** for record selection and sorting. If you are familiar with SQL and Boolean Algebra you can erase the text in the Record Selection area and enter your own query. Otherwise, you can use the Fields, Function and Logical lists to assist you.

By clicking on the Advanced Query page and a pre-filled query with defaulted values will be displayed, as shown below:

| Data Label               | Content   |
|--------------------------|---|
| Ascending/<br>Descending | Sort options.   |
| Exit                     | Closes the screen and does not print any reports.   |
| Fields:                  | List of fields available in the selected report. List varies with the report selected.                |
| Function:                | List of operators used to create a record selection clause: Between, =, >, <, >=, <=, +, -, *, and /. |
| Help                     | Help button displays online help screen related to this current screen.                               |

| Data Label                       | Content   |
|----------------------------------|---|
| Logical                          | List of conjunctions used to join two clauses: ONLY, AND, and OR.   |
| OK                               | Print the selected report using the current record selecting and sorting criteria.                          |
| Order By                         | List of selected sort key fields and their sorting order in major to minor key order. Default is Ascending. |
| Record Sort<br>By Field:         | SQL ORDER BY clause definition section.   |
| Records<br>Selection<br>Criteria | SQL WHERE clause definition section.  |

| Data Label    | Content   |
|---------------|---|
| Expression    |   |
| Report Output | Select one of the output options: Print Preview, Printer, File or E-Mail. |
| REPORT:       | Name and number of selected report.                                       |
| See Note      | Examples and hints on constructing queries.                               |

## Selecting Records

Normally you will not need to change the values on this screen. Occasionally, you will need to make small adjustments, such as, to change the timeframe of a report. On rare occasions, you may need to create a special report that requires redoing all or part of the record selection default values. When printing a report, we suggest that you first try to use the defaulted values. Care has been taken to create values that meet most counselors' routine reporting needs. If not, type over the numbers and quoted words to define the records you want to include in your report. Finally, if you don't achieve the desired result, erase the values and enter you own selection criteria.

CIPM record selection is based on the SQL (Standard Query Language) syntax and model and Boolean Algebra. If you are familiar with SQL and Boolean Algebra you can erase the text in the Record Selection area and enter your own query. Otherwise, you can use the Fields, Function and Logical list to assist you.

## Simple Substitution

CIPM record selection uses three types of fields and constants: Numeric, String and Date. A string is quoted text, e.g. "SYSADMIN". A date is number calendar date bound by braces, e.g. {2003.10.14} for October 14, 2003.

To determine the field type, click the *Fields* dropdown list. A list of available fields will be listed with their field type codes (*N*-numeric, *C*-string and *D*-date) and field lengths.

Example 1: Suppose you need to list all members whose EAOS falls within the next 12-months, today's date (April 4, 2001) and CIPM only provides a 30-day report with the following criteria:

**EAOS BETWEEN {2001.04.04} AND {2001.05.04}**

Change the 30-day report to a 12-month report, type over the ending date (2001.05.04) with 2002.04.03 so the criteria will appear as:

**EAOS BETWEEN {2001.04.04} AND {2002.04.03}**

## Additional Constraints

You can add additional constraints to the record selections by adding a Logical conjunction and a new expression.

Example 2: Suppose you need to list only E4 members whose EAOS falls within the next 12-months, today's date (April 4, 2001). Add the paygrade restriction to the above example as:

**EAOS BETWEEN {2001.04.04} AND {2001.05.04} AND PAYGRADE = 4**

### ***Sorting Records***

To change the order that the data is printed, replace the text in the *Order By* text box with your primary key field followed, optionally, by the sort direction (*Ascending* – the default or *Descending*). You can add additional sort fields, if needed.

Example 3: Suppose in example 2 you needed to list the members in alphabetical order by names and the report lists the members in EAOS chronological order as:

**EAOS ASCENDING**

To change the sort order, replace the sort key in the *Order By* text box with:

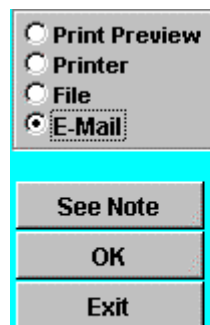
**NAME ASCENDING**

### ***Printing General Report***

To print a General Report, first preview the report by clicking the *OK* button. Otherwise, click *Exit* to close the screen and report to the list of reports. A preview of the worksheet will be displayed. To print the worksheet, click the *Print Report* icon. Otherwise, click the *Close Preview* icon to cancel.

### ***E-mailing a General Report:***

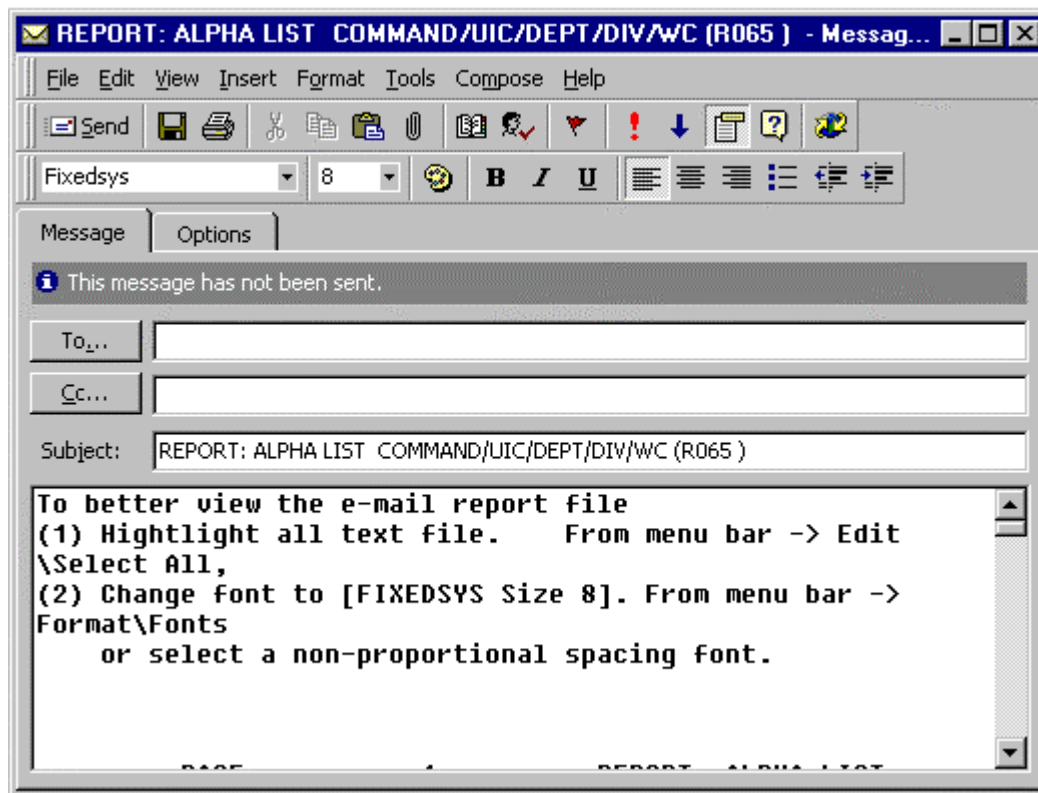
To e-mail a report, select E-Mail from the output options, as shown below:




Click *OK*. Otherwise, click *Exit* to close the screen and report to the list of reports. The **Microsoft Outlook Profile** dialog box will be displayed as shown below:



Select the user profile you want to use and follow the direction and click *OK*. The Outlook message composition screen will be displayed as shown below:



The Report Title will be displayed in the screen title bar and in the **Subject** text box. The e-mail body contains the Report. Click on the **To...** button to specify the addressee. Click the Send button to send the report to the addressee. For additional information, click on the Outlook Help button.

 **Tip:** To better view an e-mailed report with the Outlook composer, change the text font to **FIXEDSYS**, Size **8** or some other non-proportional font.



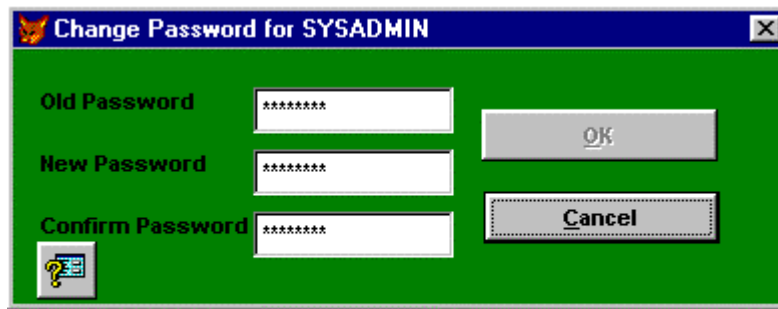


Figure 67 Change Password Screen

## Password

When the system administrator adds a new CIPM user, he assigned a temporary password. When the new user first logs onto CIPM, he will input the temporary password. After logging onto CIPM successfully for the first time, he should change the temporary password to a new one.

### ***Tools – Change Password***

To access the Change Password function, select *Tools\Change Password* from the menu bar. The *Change Password for SYSADMIN* screen will be displayed, as shown below:

To verify that you are the current user enter your old/current password in the *Old Password* text box. Enter the new password in the *New Password* text box. To confirm your new password re-enter your new password in the *Confirm Password* text box. To save your new password click *OK*. Otherwise, click *Cancel*.



Be sure and remember your new password. Otherwise, you will not be able to log onto CIPM. You will need to contact your System Administrator to retrieve your password.



# Glossary

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**32-bit application** A collection of Visual FoxPro programs, forms, menus, and other files that are compiled into a single program designed to run on Windows 95 or Windows NT operating systems.

**ASVAB** Armed Services Vocational Aptitude Battery

**CIPM** Career Information Program Management.

**CIPM 1.0:** Career Information Program Management computer program designed to automate some of the Navy Career Counselor's tasks. Developed by NETPMSA DET CORPUS in 1988.

**CIPM 3.0** Similar to CIPM 1.0. Written in Clipper by Navy Chief Potter.

**CIPM 95:** Update to CIPM 1.0 computer program. Released in 1994 by NETPMSA DET Corpus.

**CIPM 99:** Update to CIPM 95 computer program. Scheduled for release in Jan '98.

**CIPM Manual** Career Information Program Management Training Manual (NAVEDTRA 10238-A February 1990, 0502-LP-212-3600).

**CNATRA** Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX.

**CITC** Career Information Training Course.

**COMMINEWAREFARE** Command Mine Warfare Command, Naval Air Station, Corpus Christi, TX.

**CREO** Career Reenlistment Objectives is a U.S. Navy enlisted career force management guideline for operation of current and future Navy program. The guidelines are published approximately every 6-months and contain job openings and job entry qualifications. Ref: OPNAVINST 1160.4G.

**DBMS** Database Management System

**EDVR** Enlisted Distribution and Verification Report is a U.S. Navy monthly report continuing a list of gain/loses of enlisted personnel by organization. Ref: NMPCINST 1616.1A.

**GUI** Graphical User Interface

**Interviews:** One of many formal scheduled meetings between Sailors and Navy Career Counselors to evaluate qualifications for new and exchange information on career opportunities in the Navy.

**MS/DOS** Microsoft Disk Operating System

**NAVEDTRA** Navy Education Training Command.

**NETPDTC** Navy Education and Training Professional Development Center.

**OOPS** Object Orientated Programming System

**PRD** Projected Rotation Date

**REGA** Rating Entry for General Apprentices is a U.S Navy program to

guide the general apprentice population into ratings where junior level vacancies exist. Ref: OPNAVINST 1430.5C.

**SRB Worksheets** Selective Reenlistment Bonus (SRB) program is a U.S. Navy incentive program to influence enlistment retention of mission critical skills. The SRB Worksheets are forms used to help calculate reenlistment bonuses. Ref: OPNAVINST 1160.6A.

**Tickler System** A system to assist the career counselor to schedule and monitor all of the required and some of the situational interviews.

**Year 2000 Compliant** A computer program that stores, retrieves, and uses in calculations, correctly, dates that are a mixture of 20-th and 21-st century data.

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